

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 4, 2011 - 4:00 p.m. - Room A202 Clark Building

Announcements

- A. Next Faculty Council Meeting - November 1, 2011 - A202 Clark Building - 4:00 p.m.
- B. Executive Committee Meeting Minutes - August 23, and 30, September 13, 2011 (emailed)

Minutes to be Approved

- A. Faculty Council Meeting Minutes - September 6, 2011 (pp. 1-10)

Reports To Be Received

- A. Provost/Executive Vice President
- B. Faculty Council Chair

Consent Agenda

- A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: May 6, August 26, and September 2, and 9, 2011 (pp. 11-28)
- B. Approval of Degree Candidates - Fall Semester 2011 (p. 29)

Special Actions

- A. Elections - Student (Graduate and Undergraduate) Representatives - Faculty Council Standing Committees - Committee on Faculty Governance (p. 30)
- B. Proposed Revisions to the *Professional and Graduate Bulletin* - D.5 Application: International Students - "Admission Requirements and Procedures" - Committee on Scholarship, Research, and Graduate Education (p. 31)
- C. Proposed Revisions to the *Manual*, Preface - Executive Committee (pp. 32-33)
- D. Proposed Revisions to the *Manual*, Section K - Mediation, Grievance Procedures, and Review Processes - Committee on Responsibilities and Standing of Academic Faculty (pp. 34-57)

Discussion Item

- A. Hunt Lambert, Associate Provost, Division of Continuing Education - Strategic Plan

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.

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

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

**MINUTES
FACULTY COUNCIL
September 6, 2011**

CALL TO ORDER

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

ANNOUNCEMENTS

- A. Next Faculty Council Meeting - October 4, 2011 - A202 Clark Building - 4:00 p.m.

Gallagher announced the next regularly scheduled Faculty Council meeting will be held on Tuesday, October 4, 2011 in A202 Clark Building at 4:00 p.m.

- B. President's Fall Address and University Picnic - On the Oval - Wednesday - September 15, 2011 - 11:30 a.m.

Gallagher announced that the President's Fall Address and University Picnic will be held on Thursday, September 15, 2011. The President's address will begin at 11:30 a.m. followed by the University Picnic. All activities will be held on the Oval.

- C. Faculty Council Annual Report to the Board of Governors 2010-2011

Gallagher announced that the 2010-11 Faculty Council Annual Report to the Board of Governors was presented at its June 2011 meeting. This report is compiled by the Faculty Council Executive Committee at its May meeting. A copy of the report is included for information.

- D. Faculty Council Attendance Summary 2010-11
- E. Faculty Council - Location of Issues - Tracking
- F. Schedules of Faculty Council/Executive Committee Meeting Dates 2011-12
- G. Faculty Council Membership List 2011-12
- H. Faculty Council Standing Committees Membership List 2011-12
- I. University Committees Membership List 2011-12
- J. Faculty Council Website Links
- K. Parliamentary Motions - Quick Reference
- L. Parliamentary Motions - What They Mean
- M. Faculty Council Standing Rules for Open Forum and Informal Discussions

Gallagher announced that items D through M have been included as informational items for Faculty Council members.

- N. Executive Committee Meeting Minutes - April 19, and May 10, 2011

Gallagher announced that the April 19, May 10, 2011 Executive Committee meeting minutes have been included in the agenda materials for information only.

- O. March 4, 2011 University Curriculum Changes - Approved by Executive Committee, acting for Faculty Council

Gallagher announced that Executive Committee, acting for Faculty Council, approved the March 4, 2011 University Curriculum Changes as this item was inadvertently omitted from the May 3, 2011 Faculty Council agenda.

- P. Elections - Student Representatives (Undergraduate and Graduate) October 4, 2011 - Faculty Council Standing Committees - Committee on Faculty Governance

Gallagher announced that elections for the student representatives on Faculty Council standing committees will be conducted at the October 4, 2011 Faculty Council meeting.

- Q. Childbearing Leave - Effective August 1, 2011

Gallagher announced that the new policy on Childbearing Leave which became effective August 1, 2011 has been included in the Faculty Council agenda for informational purposes.

MINUTES TO BE APPROVED

- A. Faculty Council Meeting Minutes - May 3, 2011

By unanimous consent, the May 3, 2011 Faculty Council Meeting Minutes were approved.

UNFINISHED BUSINESS

- A. Standing Committee Elections - Committee on Faculty Governance

Karrin Anderson, Vice Chair, Faculty Council, nominated on behalf of the Committee on Faculty Governance, the following faculty members to serve three year terms on the following Faculty Council Standing Committees:

Committee on Faculty Governance
Hyunchul Han - Agricultural Sciences

Committee on Scholastic Standards
Debbie Crans - Natural Sciences

Gallagher asked if there were any other nominations for the above Faculty Council Standing Committees.

Hearing no further nominations, the nominations were closed.

All faculty members nominated above were elected to serve three years terms beginning immediately to June 30, 2014 on the above Faculty Council Standing Committees.

- B. Sexual Harassment Panel Elections - Committee on Faculty Governance

Anderson, Vice Chair, Faculty Council, nominated on behalf of the Committee on Faculty Governance, the following faculty members to serve three year terms on the Sexual Harassment Panel:

Gene Gloeckner - Applied Human Sciences
William Hanneman - Veterinarian Medicine and Biomedical Sciences

Gallagher asked if there were any other nominations for the Sexual Harassment Panel.

Hearing no further nominations, the nominations were closed.

All faculty members nominated above were elected to serve three years terms beginning immediately to June 30, 2014 on the Sexual Harassment Panel.

REPORTS TO BE RECEIVED

A. Provost/Executive Vice President

Rick Miranda, Provost/Executive Vice President reported that the annual diversity symposium, "The Challenge of Civility" will be held on September 20 through September 22, 2011. He noted that Michele Norris, Host of National Public Radio's All Things Considered, will be the keynote speaker on Tuesday, September 20, 2011. He encouraged faculty members to attend this event. He also noted that the closing event will be moderated by John Straayer, Professor of Political Science, and Bob Beauprez and David Skaggs will participate in a discussion entitled "Civility in Political Discourse."

Miranda reported that the Colorado State University census will be completed September 7, 2011 and the enrollment numbers will be announced on Monday, September 12. He explained that the administration was concerned about enrollment as tuition was increased by 20 percent, and juniors and seniors are paying an addition 3-6 percent increase in differential tuition. He noted that the numbers are indicating that the resident enrollment is down somewhat but the non-resident and transfer enrollment numbers are up. The total number of students (including undergraduate, graduate, and other groups) is now more than 30,000 students. This is a first in Colorado State University history.

Miranda reported that a retreat will be held to review Phase 0 new academic programs. Phase 0 is a preface to formalize Phases I and II and gives a "heads up" as to what is being proposed regarding new academic programs. Phase I reviews new academic program concept papers. If a Phase I is approved by the Council of Deans, the program moves forward to a Phase II review which would include reviews by the University Curriculum Committee, the Committee on Strategic and Financial Planning, the Faculty Council, and the Board of Governors. Miranda explained that the Board of Governors recently formed an Academic Affairs Committee. He noted that George Dennison has been hired as the Chief Academic Officer for the CSU System office. He staffs the Academic Affairs Committee and interacts with the system provosts and the Board of Governors. The Board of Governors wants to maintain a list of Phase 0 academic programs.

Miranda reported that President Frank will be presenting a proposal for bonding to the Board of Governors in October for two (2) building projects. One project will be to renovate the Lory Student Center. Funding for this renovation will come from increased student fees. The second project will be a new residence hall - Academic Village North. Durrell Hall will also be renovated. Funding for these projects will come from fees collected from students for room and board.

Miranda reported that President Frank presented a draft budget for FY12-13 at the Board of Governors meeting held in August. He explained that the budget was drafted taking into consideration the expected changes in revenues and in expenses. The primary elements that contribute to revenue changes are tuition and state appropriations. The primary elements that contribute to expense changes are estimates of financial aid, faculty salaries (we are currently modeling a 3 percent increase for FY12-13), mandatory expenses, and quality enhancements. Miranda reported that two (2) weeks ago the Governor's planning and budget office announced the possibility of state cuts to cover a deficit that was covered last year with one-time funding. Governor Hickenlooper wants deal with the shortfall this year due to the stagnant economic growth. Miranda explained that this could mean more cuts to Higher Education. He added that the cut could be as much as \$15 million to Colorado State University. He added that more solid information will be available in January after the September and December economic forecasts are given for the State.

Miranda's Report was Received.

B. Faculty Council Chair

Gallagher reported that the Faculty Council approved revisions to the Manual - Preface. The proposal was sent to the Board of Governors for action at its June 2011 meetings. However, the Board of Governors had some concerns regarding the Preface and returned it to Executive Committee. Executive Committee met over the summer to discuss this issue. The Board of Governors did not act upon the Preface and Executive Committee is currently working on a revised proposal. This outcome was good as it did not rush the process. Gallagher noted that he met with Mike Nosler, General Counsel, over the summer regarding this issue and is currently in negotiations with him regarding a new proposal submitted by Executive Committee. Gallagher added that when this is finalized the newly revised Preface will come back to Faculty Council for action.

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Gallagher reported that last May a discussion was held in the Faculty Council meeting regarding a proposal for a 4X4 curriculum. Gallagher explained that there was significant opposition to this proposal and Executive Committee has no intention of pursuing this issue further.

Gallagher personally thanked Richard Eykholt for his great work as Faculty Council Chair during his tenure. Gallagher added that Eykholt made his transition into the office very easy and was very helpful.

Gallagher's Report was Received.

D. Board of Governors Faculty Representative

Dan Turk, Immediate Past Faculty Representative to the Board of Governors, noted that his report to Faculty Council for the May and June 2011 Board meetings could be found on pages 91-92 of the September 6, 2011 Faculty Council agenda materials.

Turk's Report was Received.

Carole Makela, Faculty Representative to the Board of Governors, noted that her report to Faculty Council for the August 2011 Board of Governors meeting can be found on pages 93-94 of the September 6, 2011 Faculty Council agenda materials.

Makela's report was received.

E. Grievance Panel Annual Report 2010-11

Gallagher asked if there were questions regarding the 2010-11 Grievance Panel Annual Report. There were no questions.

The report was received.

F. Benefits Committee Annual Report 2010-11

Gallagher noted that no annual report was received from the Benefits Committee.

G. Faculty Council Standing Committee 2010-11 Annual Reports

1. Executive Committee
2. Committee on Faculty Governance - no report received
3. Committee on Intercollegiate Athletics
4. Committee on Libraries
5. Committee on Responsibilities & Standing of Academic Faculty
6. Committee on Scholarship, Research & Graduate Education
7. Committee on Scholastic Standards
8. Committee on Strategic & Financial Planning
9. Committee on Teaching & Learning
10. Committee on University Programs
11. University Curriculum Committee

Gallagher asked if there were questions regarding the 2010-11 Faculty Council Standing Committee Annual Reports that were submitted.

The annual reports submitted were received.

CONSENT AGENDA

- A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: April 22, and 27, 2011
- B. Confirmation of Faculty Council Secretary - Diane Maybon, Executive Assistant to Faculty Council
- C. Confirmation of Faculty Council Parliamentarian - Lola Fehr, Registered Parliamentarian

Howard Ramsdell, Chair, University Curriculum Committee, moved that Faculty Council approve the above Consent Agenda items.

Ramsdell's motion was adopted and the Consent Agenda items were approved.

DISCUSSION

- A. "INTO University Partnerships" Program

Miranda explained that interest in the "INTO University Partnerships" Program (INTO) began after the November annual meeting of the Association of Public Land Grant Universities (APLU). Miranda noted that he, President Frank and Jim Cooney, Vice Provost for International Affairs, participated in a panel discussion with the President and Provost from University of South Florida regarding "Key Strategic Partnerships" involving international affairs work. President Frank talked about Colorado State University's work in international affairs and the USF discussed its relationship with a British Company called INTO. It was noted that INTO is a private company that provides two (2) services. It is a network of regional international student recruitment centers worldwide and it constructs a pathways/bridge program at the institution which helps international students succeed. In addition, a joint venture between INTO and an institution is required to run the program. The international students can be considered for admission to an institution only after completing the pathways program. Currently, INTO has partnered with Oregon State and the University of South Florida. However, in the United Kingdom INTO has partnered with nine (9) institutions.

Miranda stated that in Spring 2011, Cooney began discussing with INTO about a possible partnership. In May 2011, he, Cooney, Mark Hallett, Director, International Programs, and Amy Parsons, Vice President for Administrative Services, visited Oregon State to discuss its INTO program. He noted that the program at Oregon State looked very successful with an 84 percent retention rate. In July 2011, he, Cooney, Parsons, Blanche Hughes, Vice President for Student Affairs, Lynn Johnson, Chief Financial Officer, and Jason Johnson, Deputy General Counsel, visited with the University of South Florida regarding its INTO program and left with a positive impression.

Miranda noted the following pros for this program:

Growth of international student population.

Colorado State University's international student population is currently at about two (2) percent of the undergraduate population. Many of Colorado State University's peers are at six (6) to ten (10) percent. Colorado State University has room to grow in our international student population without threatening the campus culture. It is very unlikely that Colorado State University will get that growth without outside help.

INTO offers a more comprehensive partnership than other companies because they support international students through its pathways program.

Pathway program offers:

- Instruction in English
- Small classes (similar to Key Community classes already offered)
- Extra support structure through student services
- Connectivity to home and tutoring/mentoring
- Only admitted after successfully completing pathways program (30 credits - freshmen year) transfer in as a sophomore

University maintains complete control over admissions, instruction, and curriculum.

The likeliest most significant impacts on enrollments would be in Business, Engineering, Natural Sciences, Liberal Arts, and the Intensive English Program.

Revenue Benefits

All international students will pay out of state tuition
INTO takes ten (10) percent of gross revenue in first year
No revenue earned first year as all tuition revenue will go into the pathway program
Model revenue - 500 students would equal \$12 million - Oregon State and University of South Florida's projected growth is 1500 students - that would be significant revenue

Miranda noted the following cons for this program:

INTO expects a 30 year contract.
Is it a good idea to contract with a private company?
Are the revenue splits reasonable?
INTO uses agents for international recruiting - this could be controversial.
Can Colorado State University handle an influx of 500-1500 international students (instructional, housing, tutoring, etc.) Could cause institutional stresses.
Intensive English Program is highly respected and connected to the Department of English. Under INTO program Intensive English Program would be integrated into pathways program.

Miranda reported that the administration is considering signing a MOU with INTO within the next two (2) weeks. This will launch a three (3) month planning effort that would involve ten (10) working groups. The administration will be meeting Joe Zimlick, Chair, Board of Governor, members of the Academic Affairs Committee, and officials from INTO regarding this issue. After the planning has been approved, hopefully by December, a contract would be signed and INTO would begin recruiting students for Fall 2012.

Miguel Mostafa asked if other universities are considering INTO for recruiting international students. Miranda responded that the University of Boulder was not interested as it already has a six (6) to 7 (seven) percent ratio for international students. Colorado State University has not been investing in recruiting international students.

Steve Stack asked if Colorado State University could lose money in this venture. Miranda explained that \$1 million would be loaned to the joint venture. He noted that Oregon State and University of South Florida have been paid back.

C. W. Miller asked if the administration would go slowly with this effort. He noted that Colorado State University does have a partnership with China and the students are not well prepared. He asked where the tuition money comes from for these students. Miranda responded that some countries such as Saudi Arabia have just been approved for the INTO program and that government would most likely pay the student tuition.

Idris Hamad asked if the university should first examine what options it has before signing a 30 year contract. Miranda noted that some due diligence has been done on the range of opportunities. Cooney noted that Colorado State University's targeted recruitment has been working. However, since 1979 there are only three (3) countries that have increased, so the new targets are very limited. He added that, if we are trying to increase the number of undergraduate students at the institution, this should include international students. Cooney noted that INTO is superior to other similar programs. The addition of 500 students would be the equivalent of a 300 to 400 percent increase.

Melinda Laituri asked if Colorado State University would be competing with Oregon State and University of South Florida and would recruiting be done in lesser developed countries. Miranda responded that Colorado State University would have its own niche, price point, etc., just like it has currently.

Mary Van Buren asked how Oregon State and the University of South Florida are handling the increased teaching loads. Are they hiring faculty lines or adjuncts? Miranda responded that the business department at Oregon State has hired 14 professors. He added that Oregon State has a credit hour formula and that the Business and Engineering deans were happy with the revenue to their colleges.

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Dan Turk asked if the pathways program would only be operated by Colorado State University. Miranda responded that the pathways program would be jointly managed by both entities - Colorado State University and INTO. Eleanor Moseman asked if the pathways courses would be taught by Colorado State University faculty members. Miranda responded, yes absolutely. Carole Makela asked if the pathway classes would be Colorado State University courses. Miranda responded yes, they would be like the guest program but without the guest credit cap. Van Buren asked who would be teaching these classes. Miranda responded that departments would be asked to do this. He added that, initially, adjuncts would be hired to teach the classes, but ultimately more faculty lines would be added as the program grows.

Mary Vogl asked to hear from the Intensive English Program. Pattie Cowell addressed Faculty Council noting that the Intensive English Program does have concerns regarding what will happen to the Intensive English Program at Colorado State University. Cowell noted that both Oregon State and the University of South Florida lost accreditation of their Intensive English Programs when they partnered with INTO. She explained that the University of South Florida has restructured its program in practice which may restore its accreditation. Cowell added that the administration needs to address those acute issues. Cowell showed on an overhead two charts from the University of South Florida showing the organization of INTO University of South Florida. Cowell continued that Colorado State University needs some safeguards built into its contract with INTO. These should include:

Center Director should be a University hire not an INTO hire.
Think about who hires the Intensive English staff and sets the Intensive English academic standards.
Need contractual control of curriculum, etc.

Cowell added that Colorado State University should take advantage of problems that have occurred at the University of South Florida. Miranda responded that he echos what Cowell is saying. He added that the administration wants to learn from the University of South Florida and thanked Cowell for her voice of caution. He added that the administration can be heartened by the fact that the University of South Florida was able to convince INTO to make adjustments.

Steven Hayne stated that a 30 year contact sounds like a bond. He asked if the revenues would be sufficient over 30 years. He added what could Colorado State University do if it was done by ourselves - or is this even possible due to the budget constraints that the institution is under. Cooney responded the short answer is no. He added that Colorado State University could not do it even if more money was available because we do not have the infrastructure in other countries like we do in China. Also INTO agents come to campus on an annual basis or biannual basis.

Louann Reid stressed that this growth would have a negative impact upon the composition program at Colorado State University. She added that the composition program is overloaded with the 70 new students from China. She added that it takes time to find qualified faculty and currently special faculty outnumber the tenure track faculty members in the composition program. This is an area of real stress. It was pointed out that more tutors will be needed in the writing center. Revenues need to come sooner and need to come to the English department. Miranda explained that the INTO revenues would be committed to taking care of students and our hope would be for revenue to add many more tenure tract faculty hires.

Vogl asked if there were any scholarship provisions. Miranda explained that there is some but a very small percentage. He added that Colorado State University could use some of the profits for a scholarship program, but added that most of our aid goes to Colorado students.

John Wood asked if there would be quotas for enrollment over a 30 year period. Miranda responded that the admissions criteria is controlled by Colorado State University. Jenn Matheson asked are there disincentives to leaving Colorado State University after pathways program. Miranda noted that this is possible, but we tend to be destination for students.

Gallagher thanked Miranda and Cooney for this presentation to faculty. Turk echoed this thank you.

The Faculty Council meeting adjourned at 6:05 p.m.

Timothy Gallagher, Chair
Karrin Anderson, Vice Chair
Diane L. Maybon, Executive Assistant/Secretary

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ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Stephen Koontz	Agricultural and Resource Economics
Denny Crews	Animal Sciences
William Jacobi	Bioagricultural Sciences & Pest Management
Steve Newman	Horticulture & Landscape Architecture
Mary Stromberger	Soil and Crop Sciences
<u>Dana Hoag</u>	<u>College-at-Large</u>
Andrew Norton	College-at-Large

Applied Human Sciences

Molly Eckman	Design and Merchandising
Robert Gotshall	Health and Exercise Science
David Sampson	Food Science and Human Nutrition
Jenn Matheson	Human Development and Family Studies
Scott Glick	Construction Management
<u>Matthew Malcolm</u>	<u>Occupational Therapy</u>
Sharon Anderson	School of Education
Kim Bundy-Fazioli	School of Social Work

Business

<u>Margarita Lenk</u>	<u>Accounting</u>
Stephen Hayne	Computer Information Systems
Patricia Ryan	Finance and Real Estate
Jim McCambridge	Management
Dave Gilliland	Marketing

Engineering

Collette Heald	Atmospheric Science
Brad Reisfeld	Chemical and Biological Engineering
<u>Ken Carlson</u>	<u>Civil and Environmental Engineering</u>
Steve Reising	Electrical and Computer Engineering
Don Radford	Mechanical Engineering
Eric Maloney	College-at-Large
Sudeep Pasricha	College-at-Large

Liberal Arts

Mary Van Buren	Anthropology
Eleanor Moseman	Art
Andy Merolla	Communication Studies
David Mushinski	Economics
Louann Reid	English
Ernesto Sagas	Ethnic Studies
Jonathan Carlyon	Foreign Languages and Literatures
Robert Gudmestad	History
<u>Cindy Christen</u>	<u>Journalism and Technical Communication</u>
Gary Moody	Music, Theater, and Dance
<u>Matthew MacKenzie</u>	<u>Philosophy</u>
Ursula Daxecker	Political Science
Ken Berry	Sociology
Mary Vogl	College-at-Large
Eric Aoki	College-at-Large
Alex Bernasek	College-at-Large

Natural Resources

Melinda Laituri	Ecosystem Science and Sustainability
Paul Doherty	Fish, Wildlife, and Conservation Biology
Mark Paschke	Forest, Rangeland, and Watershed Stewardship
Sven Egenhoff	Geosciences
Stu Cottrell	Human Dimensions of Natural Resources

Natural Sciences

Eric Ross	Biochemistry and Molecular Biology
David Steingraeber	Biology
John Wood	Chemistry
Robert France	Computer Science
Iuliana Oprea	Mathematics
Raymond Robinson	Physics
Benjamin Clegg	Psychology
Philip Chapman	Statistics
Steve Stack	College-at-Large
Mike Steger	College-at-Large
Miguel Mostafa	College-at-Large

Veterinary Medicine & Biomedical Sciences

Scott Earley	Biomedical Sciences
Daniel Smeak	Clinical Sciences
John Rosecrance	Environmental & Radiological Health Sciences
Robert Jones	Microbiology, Immunology and Pathology
Terry Nett	College-at-Large
Jeffrey Wilusz	College-at-Large
C. W. Miller	College-at-Large
Anthony Knight	College-at-Large
Susan Kraft, Excused	College-at-Large
William Hanneman	College-at-Large

University Libraries

Nancy Hunter	Libraries
Louise Feldmann	At-Large

Officers

Tim Gallagher	Chair, Faculty Council
Karrin Anderson	Vice Chair, Faculty Council
Carole Makela	BOG Faculty Representative
Richard Eykholt	Immediate Past Chair, Faculty Council
Diane Maybon	Executive Assistant/Secretary
Lola Fehr	Parliamentarian

Ex Officio Voting Members (*Indicates Elected Member of Faculty Council)

<u>Luis Garcia, Chair</u>	<u>Committee on Faculty Governance</u>
<u>Susan LaRue, Chair</u>	<u>Committee on Intercollegiate Athletics</u>
<u>Martin Gelfand, Chair</u>	<u>Committee on Libraries</u>
<u>David Greene, Chair</u>	<u>Committee on Responsibilities & Standing of Academic Faculty</u>
<u>Mary Stromberger, Chair*</u>	<u>Committee on Scholarship Research and Graduate Education</u>
<u>Ketul Popat, Chair</u>	<u>Committee on Scholastic Standards</u>
<u>Tony Maciejewski, Chair</u>	<u>Committee on Strategic and Financial Planning</u>
<u>Dan Turk, Chair</u>	<u>Committee on Teaching and Learning</u>
<u>Eric Prince, Chair</u>	<u>Committee on University Programs</u>
<u>Howard Ramsdell, Chair</u>	<u>University Curriculum Committee</u>

Ex Officio Non-Voting Members

Torsten Eckstein, Chair	Committee on Special and Temporary Faculty
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Ex-Officio Non-Elected Non-Voting Members

Anthony Frank, Excused

Rick Miranda

Brett Anderson

Mary Ontiveros

Lou Swanson

Robin Brown

Tom Gorell

Jodie Hanzlik

Patrick Burns

Jim Cooney

Tom Milligan

Bill Farland

Blanche M. Hughes

Alan Lamborn, Excused

Amy Parsons

Craig Beyrouty

Jeff McCubbin

Ajay Menon

Sandra Woods

Ann Gill

Jan Nerger

Lance Perryman

Joyce Berry

David Mornes

President

Provost/Executive Vice President

Vice President for Advancement

Vice President for Diversity

Vice Provost for Engagement/Director of Extension

Vice President for Enrollment and Access

Vice Provost for Faculty Affairs

Interim - Vice Provost for Graduate Affairs

Vice President for Information Technology/Dean Libraries

Vice Provost for International Affairs

Vice President Public Affairs

Vice President for Research

Vice President for Student Affairs

Vice Provost for Undergraduate Affairs

Vice President for University Operations

Dean, College of Agricultural Sciences

Dean, College of Applied Human Sciences

Executive Dean/Dean, College of Business

Dean, College of Engineering

Dean, College of Liberal Arts

Dean, College of Natural Sciences

Dean, College of Veterinary Medicine and

Biomedical Sciences

Dean, Warner College of Natural Resources

Chair, Administrative Professional Council

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MEMORANDUM

DATE: October 4, 2011

TO: Timothy Gallagher, Chair, Faculty Council

FROM: Howard Ramsdell, Chair, University Curriculum Committee

SUBJECT: Proposed Changes in Curriculum – May 6, August 26, September 2, and 9, 2011

CURRICULAR REQUESTS – MAY 6, 2011

NT-O, offered as nontraditional, online course.

New Courses

Effective Date

JTC 356 03(3-0-0). Advertising Creativity and Copywriting. F, S.

Spring Semester 2012

Prerequisite: JTC 211; JTC 355.

Principles and practice producing advertising materials—print, broadcast, digital, out-of-home media, direct response, and collateral.

JTC 358 03(3-0-0). Advertising Media Buying and Selling. F, S.

Spring Semester 2012

Prerequisite: JTC 211; JTC 355.

Principles of advertising planning, assessment and sales for client, agency and media organization personnel.

Major Change to Courses

Effective Date

JTC 355 03(3-0-0). Advertising., **change to:**

Spring Semester 2012

JTC 355 03(3-0-0). Advertising. F, S.

Advertising principles and techniques used to develop effective advertising campaigns. (NT-O)

[Approved as a nontraditional online course.]

JTC 482 03(2-0-1). International Media Studies, **change to:**

Summer Semester 2011

JTC 482 03(2-0-1). International Media Studies. SS.

Field survey of international media systems, technologies, and providers in diverse national and regional cultures.

[Approved as a travel course for a second time]

Major Changes in Curricula

College of Liberal Arts

Department of Foreign Languages and Literatures

Effective Spring 2012

Major in Languages, Literatures, and Cultures

French, German, Spanish Concentrations

Teaching Endorsement

(The entire program is shown. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
FRESHMAN			
CO 150 ^P	College Composition	3	1A
L*** 200 ^P	Second Year Language I ¹	3	
L*** 201 ^P	Second Year Language II ¹	3	
LB 192	College of Liberal Arts First Year Seminar	3	
SPCM 200	Public Speaking	3	2A
	Biological/physical sciences ²	4	3A
	Historical perspectives ³	6	3D
	Mathematics ⁴	3	1B
	Electives	<u>28</u>	
	TOTAL	30	
SOPHOMORE			
CO 300 ^P	Writing Arguments	3	2B
EDUC 275 ^P	Schooling in the United States	3	3C
EDUC 331^P	Educational Technology and Assessment	<u>2</u>	
EDUC 340 ^P	<u>Literacy and the Learner</u>	<u>3</u>	
L*** 300 ^P	Reading and Writing for Communication ¹	3	
L*** 310 ^P	Approaches to Literature ¹	3	
L*** 326 ^P	Phonetics ¹	3	
L*** 335 ^P	Issues in Culture ¹	3	
PSY 100	General Psychology	<u>3</u>	3C
	Arts/humanities ⁵	3	3B
	Biological/physical sciences ²	3	3A
	Global and cultural awareness ⁶	3	3E
	<u>Social and Behavioral Sciences</u>	<u>3</u>	<u>3C</u>
	TOTAL	<u>3233</u>	
JUNIOR			
<i>Select one course from the following:</i>			
E 320	Introduction to the Study of Language	3	
LFRE 312 ^P	Introduction to French Linguistics	3	
LSPA 312 ^P	Introduction to Spanish Linguistics	3	
EDUC 331^P	Educational Technology and Assessment	<u>2</u>	
EDUC 340^P	Literacy and the Learner	<u>3</u>	
EDUC 350 ^P	Instruction I-Individualization/Management	3	
EDUC 386 ^P	Practicum-Instruction I	1	
L*** 400 ^P	Advanced Communication Skills ¹	3	
<i>Select one course from the following:</i>			
LFRE 433A-B ^P	Advanced French/Francophone Culture	3	4A
LGER 434 ^P	Advanced German Culture	3	4A
LSPA 435 ^P	Caribbean Culture in Hispanic Literature	3	4A
LSPA 436 ^P	Advanced Latin American Culture	3	4A
LSPA 437 ^P	Advanced Spanish Culture	3	4A
L*** ^P	300- or 400-level language ¹	6	
L*** ^P	400-level language ¹	3	
	Arts/humanities ⁵	3	3B
	Elective	<u>3</u>	

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
TOTAL		<u>3430</u>	
SENIOR			
E 324 ^P	Teaching English as a Second Language OR	3	
LSPA 470 ^P	Spanish Grammatical Constructions	3	
EDUC 450 ^P	Instruction II-Standards and Assessment	4	
EDUC 462 ^P	Methods and Assessment in Teaching Languages	4	
EDUC 485B ^P	Student Teaching-Secondary	11	
EDUC 486JE ^P	Practicum-Instruction II	1	
EDUC 493A ^P	Seminar-Professional Relations	1	
L*** 492 ^P	Language, Literature, and Society ¹	3	4B, 4C
TOTAL		<u>27</u>	

PROGRAM TOTAL = 120 credits

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

¹ Effective Fall 2007, foreign language courses are in separate prefixes (all starting with L and followed by three letters designating the language, e.g., LFRE is French, LGER is German, etc.).

² Select from list of courses in category 3A in the All-University Core Curriculum (AUCC). One course must have a laboratory component.

³ Select three credits from HIST 101, HIST 121, or HIST 171. The three other credits can be from this list or any other non-U.S. history course.

⁴ Select at least three credits from list of courses in category 1B in the AUCC.

⁵ Select from list of courses in category 3B in the AUCC. The 200-level foreign language courses do not count for 3B.

⁶ Select from list of courses in category 3E in the AUCC.

**Department of Journalism and Technical Communication
Major in Journalism and Technical Communication**

Effective Spring 2012

(The entire program is shown. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
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**ASSOCIATION FOR EDUCATION IN JOURNALISM AND MASS COMMUNICATION
ACCREDITATION REQUIREMENTS**

Majors in Journalism and Technical Communication must take 40 credits of JTC courses and 80 credits outside of JTC.

Of the 80 credits outside of JTC, 65 must be courses from either the College of Liberal Arts and/or the College of Natural Sciences, and 21 must meet one of the following Second Field criteria with approval of advisor: ¹

- 1) a Minor;
- 2) an Interdisciplinary Minor;
- 3) 21 credits in one subject code;
- 4) 9 credits from one subject code and 12 credits from a second subject code;
- 5) a selection of 21 credits comprising a Second Field developed by the student and the advisor.

Courses taken outside of the department may include AUCC courses, Minor or Second Field courses, or any other out-of-department (non-JTC) courses used to complete the major as approved by advisor.

The 40 JTC required credits include 21 credits specified in the curriculum below plus 19 credits of directed electives to create an individualized focus area from the following 4 categories (Writing, Production, Internship/Practicum, Additional credits).

DIRECTED ELECTIVES for INDIVIDUALIZED FOCUS AREA

Over the sophomore, junior, and senior years, students must complete a minimum of 19 credits in an individually designed focus area. Students must select those 19 credits from among the following categories and courses in consultation with advisor, as follows:

<u>Course</u>		<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
Writing				
<i>Select at least three credits (one course) from the following:</i>				
JTC	310 ^P	Copy Editing	3	
JTC	320 ^P	Reporting	3	
JTC	328 ^P	Feature Writing	3	
JTC	341 ^P	Broadcast News	3	
JTC	342 ^P	Writing for Specialized Electronic Media	3	
JTC	350	Public Relations	3	
JTC	351 ^P	Public Relations Practices	3	
JTC	355	Advertising	3	
JTC	356 ^P	<u>Advertising Creativity and Copywriting</u>	<u>3</u>	
JTC	361 ^P	Writing for Specialized Magazines	3	
JTC	365 ^P	Computer Mediated Communication Foundations	3	4A
JTC	420 ^P	Advanced Reporting	3	4A, 4C
JTC	450^P	Public Relations Cases	3	4A, 4C
JTC	461 ^P	Writing About Science, Health, and Environment	3	
JTC	464 ^P	Technical Writing	3	
JTC	465 ^P	Specialized and Technical Editing	3	4A, 4C
Production				
<i>Select at least three credits (one course) from the following:</i>				
JTC	335 ^P	Digital Photography	3	
JTC	340 ^P	Digital Video Editing	3	
JTC	343 ^P	Advanced Television News Production	3	
JTC	345 ^P	Electronic Field Production	3	
JTC	353 ^P	Public Relations Campaigns	3	
JTC	358 ^P	<u>Advertising Media Buying and Selling</u>	<u>3</u>	
JTC	371 ^P	Publications Design and Production	3	
JTC	372 ^P	Web Design and Management	3	
JTC	373 ^P	Digital Promotion Management	3	
JTC	433 ^P	Advanced Video Editing	3	
JTC	435 ^P	Documentary Video Production	3	
JTC	440 ^P	Advanced Electronic Media Production	3	4A, 4C
JTC	450 ^P	<u>Public Relations Cases</u>	<u>3</u>	<u>4A, 4C</u>
JTC	468 ^P	Convergence and Hypermedia	3	4C
Internship/Practicum²⁷				
<i>Select a minimum of 1 credit (a maximum of 4 credits) from the following:</i>				
JTC	386	Practicum	1	
JTC	487 ^P	Internship	1	
Additional Credits²⁸				
<i>Select twelve additional credits from the courses listed above under Writing, Production, and Internship/Practicum, and/or from JTC 350, JTC 355, JTC 484, JTC 490, JTC 495A-G, or JTC 496. Students may select no more than a total of 4 credits of Internship/Practicum, and no more than a total of 7 credits of reserved number (-80 to -99) courses to satisfy this requirement.</i>				
Additional Credits			12	
FRESHMAN				
CO	150 ^P	College Composition	3	1A
JTC	100	Media in Society	3	3C
		Arts/humanities ⁴²	6	3B
		Biological and Physical Sciences ⁵³	7	3A
		Global and Cultural Awareness ⁶⁴	3	3E
		Historical Perspectives ⁷⁵	3	3D

<u>Course</u>	<u>Title</u>	<u>Cr</u>	<u>AUCC</u>
	Mathematics ⁸⁶	3	1B
	Electives	2	
	TOTAL	30	
SOPHOMORE			
JTC 210 ^P	Newswriting	3	
JTC 211 ^P	Computer Mediated Visual Communication	3	
STAT 201 ^P	General Statistics	3	
	OR		
	Statistics ⁹⁴²	3	
	Individualized Focus Area and/or Second Field courses ¹⁰⁹	15	
	Additional Communication ¹¹⁴⁰	3	2B
	Social and Behavioral Sciences ¹²⁴⁴	3	3C
	TOTAL	30	
JUNIOR¹³			
	<i>Select one course from the following to fulfill the Concept Course requirement.¹³</i>		
JTC 311	History of Media	3	
JTC 316/ ETST 316	Multiculturalism and the Media	3	
JTC 411	Media Ethics and Issues	3	4A, 4B
JTC 412	International Mass Communication	3	
JTC 413	New Communication Technologies and Society	3	4A, 4B
JTC 414	Media Effects	3	
JTC 415	Communications Law	3	4A, 4B
JTC 456 ^P / LB 456 ^P	Documentary Film as a Liberal Art	3	
JTC 471 ^P	Communication Research Methods	3	
JTC 326 ^P	Online Writing and Information	3	
	Individualized Focus Area and/or Second Field courses ¹⁰⁹	15	
	Out-of-department courses ¹⁴	9	
	TOTAL	30	
SENIOR¹³			
JTC 411	Media Ethics and Issues ¹⁵	3	4A, 4B
	OR		
JTC 415	Communications Law ¹⁵	3	4A, 4B
JTC 460 ^P	Media Development ^{13, 16, 17}	3	4C
	Individualized Focus Area and/or Second Field courses ¹⁰⁹	10	
	Out-of-department courses ¹⁴	14	
	TOTAL	30	
PROGRAM TOTAL = 120 credits			

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

¹ Students selecting 21 credits from outside the College of Liberal Arts and the College of Natural Sciences will still be required to meet the requirement of 65 credits from within those colleges and may end up taking more than 120 credits to complete the degree. Of the 21 credits required for the Second Field, 12 must be upper division and none may be from JTC.

² Select two courses from category 3B in the All University Core Curriculum (AUCC). Only 3 of the 6 credits required for Arts and Humanities may come from intermediate (L*** 200 and L***201) foreign language courses.

³ Select a total of seven credits from category 3A in the AUCC, including one laboratory course.

⁴ Select three credits from category 3E in the AUCC.

⁵ Select three credits from category 3D in the AUCC.

⁶ Select three credits from category 1B in the AUCC.

⁷ With approval of department and advisor, students may substitute a 400-level Journalism and Technical Communication study abroad course for 1 credit of the Internship/Practicum requirement and up to 3 credits of the Additional Credits requirement, for a maximum total of 4 credits for study abroad.

⁸ High-achieving students, with approval of advisor, may select JTC 535, Electronic Media Regulation and Policy, or JTC 544, Corporate and Institutional Media Production, to satisfy 3 credits of the Additional Credit requirement.

⁹ Select a minimum of 19 credits of Focus Area courses and 21 credits of Second Field courses over the sophomore, junior, and senior years, in consultation with advisor.

¹⁰ Select 3 credits other than JTC 300 from category 2B in the AUCC.

¹¹ Select 3 credits other than JTC 100 from category 3C in the AUCC. Students in this major must take 3 credits of Social and Behavioral Sciences other than JTC 100, which is required in the freshman year.

¹² Select a three-credit statistics course offered by any department, with approval of advisor.

¹³ Students must complete a minimum of 6 credits of AUCC category 4, comprising categories 4A, 4B, and 4C for this major.

² With approval of department and advisor, students may substitute a 400-level Journalism and Technical Communication study abroad course for 1 credit of the Internship/Practicum requirement and up to 3 credits of the Additional Credits requirement, for a maximum total of 4 credits for study abroad.

³ High-achieving students, with approval of advisor, may select JTC 535, Electronic Media Regulation and Policy, or JTC 544, Corporate and Institutional Media Production, to satisfy 3 credits of the Additional Credit requirement.

⁴ Select two courses from category 3B in the All-University Core Curriculum (AUCC). Only 3 of the 6 credits required for Arts and Humanities may come from intermediate (L*** 200 and L***201) foreign language courses.

⁵ Select a total of seven credits from category 3A in the AUCC, including one laboratory course.

⁶ Select three credits from category 3E in the AUCC.

⁷ Select three credits from category 3D in the AUCC.

⁸ Select three credits from category 1B in the AUCC.

⁹ Select a three-credit statistics course offered by any department, with approval of advisor.

¹⁰ Select a minimum of 19 credits of Focus Area courses and 21 credits of Second Field courses over the sophomore, junior, and senior years, in consultation with advisor.

¹¹ Select 3 credits other than JTC 300 from category 2B in the AUCC.

¹² Select 3 credits other than JTC 100 from category 3C in the AUCC. Students in this major must take 3 credits of Social and Behavioral Sciences other than JTC 100, which is required in the freshman year.

¹³ High-achieving students, with approval of advisor, may select JTC 570, Political Economy of Global Media, to fulfill the Concept Course requirement.

¹⁴ Of the 23 credits required for out-of-department courses in the junior and senior years, a minimum of 5 credits must be upper division.

¹⁵ If either JTC 411 or JTC 415 was taken as a Concept Course in the junior year, select the remaining course here. High-achieving students, with approval of advisor, may select JTC 535 as an alternative here, providing they have completed or will complete the AUCC category 4B requirement with another course.

¹⁶ Students must complete a minimum of 6 credits of AUCC category 4, comprising categories 4A, 4B, and 4C for this major.

^{16, 17} Students enrolled in the university prior to Fall 2011 may substitute JTC 420, JTC 440, JTC 450, JTC 465, or JTC 468 for their category 4C capstone course, in consultation with advisor.

All-University Core Curriculum

Category 4

A request by the Department of Journalism and Technical Communication to include JTC 415, Communications Law, in category 4A of the AUCC for the major in Journalism and Technical Communication was approved. The recommended effective date, subject to approval by Faculty Council, is Fall Semester 2011.

Request to Offer Travel Course

A request by the Department of Journalism and Technical Communication to offer JTC 482, International Media Studies, for the second time during Summer Session 2011 was approved.

CURRICULAR REQUESTS – AUGUST 26, 2011

NT-C, offered as nontraditional, correspondence course.

NT-T/V, offered as nontraditional, telecourse or video/DVD course.

NT-O, offered as nontraditional, online course.

New Courses

Effective Date

ANEQ 325 02(2-0-0). Equine Exercise Physiology. S. Prerequisite: ANEQ 230 or BMS 300.

Spring Semester 2012

Overview of the main aspects of equine exercise physiology.

BMS 503/NB 503 03(3-0-0). Developmental Neurobiology. S. Prerequisite: One college-level course in each: biology, biochemistry, physics, calculus.

Spring Semester 2012

Molecular mechanisms involved in development of nervous system including differentiation, growth, pathfinding, and synaptogenesis.

BMS 505/NB 505 03(3-0-0). Neuronal Circuits, Systems, and Behavior. S. Prerequisite: BMS 325 or BMS 500 or NB 501.

Spring Semester 2012

Anatomical and physiological organization of the nervous system.

EDOD 799 Var. Dissertation. F, S, SS. Prerequisite: None.

Spring Semester 2012

Dissertation research, writing and defense.

EDUC 660 03(0-0-3). Advanced Methods—Science and Math Instruction. SS. Prerequisite: None.

Summer Semester 2012

Knowledge and skills to improve the teaching of science, technology, engineering, and mathematics for in service K-12 teachers. (NT-O)

Major Change to Courses

Effective Date

AHS 201 03(3-0-0). Perspectives in Gerontology, change to:

Spring Semester 2012

AHS 201 03(3-0-0). Perspectives in Gerontology. F, S. Prerequisite: HDFS 101 or PSY 100 or SOC 100.

Using multidisciplinary perspectives to explore a variety of issues in human aging; emphasis on applied gerontology. (NT-O)

[Approved as a nontraditional online course. Approved to drop NT-T/V format.]

ANEQ 310 03(3-0-0). Animal Reproduction, change to:

Spring Semester 2012

ANEQ 310 03(3-0-0). Animal Reproduction. F, S, SS. Prerequisite: ANEQ 230 or BMS 300.

Anatomy and physiology of the reproductive system; causes of reproductive failure in farm animals; methods of improving reproductive performance. (NT-O)

[Approved as a nontraditional online course.]

CON 570 03. Grantsmanship and Proposal Writing, change to:

Spring Semester 2012

EDUC 670 03(1-0-2). Grant Writing. F, S, SS. Prerequisite: None. Offered as correspondence or video course only.

Mechanics of proposal writing, including intangibles of the grant-seeker's art. (NT-C/V).

EDUC 551 03(3-0-0). Multicultural and Special Populations, change to:

Spring Semester 2012

EDUC 651 03(2-0-1). Multicultural and Special Populations. F, S, SS.

Prerequisite: Bachelor's degree.
Special concerns for working with people of various cultural, ethnic, exceptional, and special interest groups.

EDUC 651 03(2-0-1). Multicultural and Special Populations, **change to:** Spring Semester 2012

EDUC 651 03(2-0-1). Multicultural and Special Populations. F, S, SS.

Prerequisite: Bachelor's degree.
Special concerns for working with people of various cultural, ethnic, exceptional, and special interest groups. (NT-O)

[Approved as a nontraditional online course.]

NB 503 03(3-0-0). Developmental Neurobiology, **change to:** Spring Semester 2012

NB 503/BMS 503. 03(3-0-0). Developmental Neurobiology. S. Prerequisite:
One college-level course in each: biology, biochemistry, physics, calculus.
Molecular mechanisms involved in development of nervous system including differentiation, growth, pathfinding, and synaptogenesis.

NB 505 03(3-0-0). Neuronal Circuits, Systems and Behavior, **change to:** Spring Semester 2012

NB 505/BMS 505. 03(3-0-0). Neuronal Circuits, Systems, and Behavior. S.

Prerequisite: BMS 325 or BMS 500 or NB 501.
Anatomical and physiological organization of the nervous system.

Course Drops

Effective Date

ART 305 03(0-6-0). Paper Making I. Spring Semester 2012

ART 306 03(0-6-0). Paper Making II. Spring Semester 2012

ART 495L Var[1-4]. Independent Study—Paper Making. Spring Semester 2012

ART 496L Var[1-4]. Group Study—Paper Making. Spring Semester 2012

ERHS 662/VS 662 03(2-0-1). Applied Research-Planning/Design/Analysis.
[Drop only ERHS 662; VS 662 remains] Spring Semester 2012

LARA 428A 03(3-0-0). Advanced Arabic Communication Skills—Abroad. Spring Semester 2012

LARA 428B 03(3-0-0). Arabic Literary Studies—Abroad. Spring Semester 2012

SOWK 610 03(0-0-3). Theoretical Analysis of Large Client Systems. Spring Semester 2012

Major Changes to Curricula

College of Applied Human Sciences
 Department of Food Science and Human Nutrition
 Food Science/Safety Interdisciplinary Minor

Effective Fall 2012

(The entire program is shown. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>
Required Courses		
FTEC 400 ^P	Food Safety ¹	3
OR		
MIP 334 ^P	Food Microbiology ¹	3
LIFE 205	Survey of Microbial Biology	3
OR		
MIP 300 ^P	General Microbiology	3
TOTAL		6
Foundation Courses (minimum of six <u>6</u> credits chosen from the following)		
<i>Select one of the following courses:²</i>		
BC 351 ^P	Principles of Biochemistry	4
OR		
BC 401 ^P	Comprehensive Biochemistry I	3
FSHN 150	Survey of Human Nutrition	3
<i>Select remaining 2-3 credits from the following:</i>		
CHEM 245 ^P	Fundamentals of Organic Chemistry ^{2,3}	4
FTEC 110	Food-From Farm to Table	3
FTEC 447 ^P	Food Chemistry	2
HORT 100	Horticultural Science	4
LIFE 206 ^P	Microbial Biology Laboratory	2
OR		
MIP 302 ^P	General Microbiology Laboratory	2
SOCR 240 ^P	Introductory Soil Science	4
TOTAL		6
Advanced Courses (minimum of 12 credits – must include at least three prefixes from the collaborating departments (ANEQ, ERHS, FSHN/FTEC, HORT, MIP, SOCR))		
ANEQ 300L ^P	Topics in Animal Sciences-Health Programs/Quality Assurance	2
ANEQ 360 ^P	Principles of Meat Science	3
ANEQ 361	Introduction to Meat Product Evaluation	3
ANEQ 460 ^P	Meat Safety	3
ANEQ 470 ^P	Meat Systems	3
BTEC 306 ^P /	Bioprocess Engineering	4
BIOM 306 ^P		
ERHS 220 ^P	Environmental Health	3
ERHS 332 ^P	Principles of Epidemiology	3
ERHS 430	Human Disease and the Environment	3
FSHN 300 ^P	Food Principles and Applications	3
FSHN 350 ^P	Human Nutrition	3
FTEC 400 ^P	Food Safety ¹	3
FTEC 420 ^P	Quality Assessment of Food Products	3
FTEC 460 ^P	Brewing Science and Technology	3
HORT 401 ^P	Medicinal and Value-Added Uses of Plants	3
<u>HORT 424^P/</u>	<u>Topics in Organic Agriculture</u>	<u>3</u>
<u>SOCR 424^P</u>		
HORT 450A ^P	Cool Season Vegetable Production	1
HORT 450B ^P	Warm Season Vegetable Production	1
HORT 450C ^P	Small Fruit Production	1
HORT 450D ^P	Tree Fruit Production	1
HORT 454 ^P	Horticulture Crop Production and Management	2
HORT 475 ^P	Environmental Requirements of Horticultural Plants	3

<u>Course</u>	<u>Title</u>	<u>Cr</u>
MIP 302 ^P	General Microbiology Laboratory ³⁴	2
MIP 334 ^P	Food Microbiology ¹	3
MIP 335 ^P	Food Microbiology Laboratory	2
SOCR 330 ^P	Principles of Genetics	3
SOCR 430 ^P	Applications of Plant Biotechnology	3
	<u>Special problems/internships⁵</u>	<u>3</u>
	<u>Independent Study/Group Study/Internship⁴</u>	<u>3</u>
	TOTAL	12

500-level courses that may be selected as electives-Advanced Courses by high-achieving undergraduates:⁵

ANEQ 522 ^P	<u>Animal Metabolism</u>	<u>3</u>
ANEQ 565 ^P	Interpreting Animal Science Research	3
ANEQ 567 ^P	HACCP Meat Safety	<u>3</u>
FTEC 570 ^P	Food Product Development	2
FTEC 572 ^P	Food Biotechnology	2
FTEC 574	<u>Current Issues in Food Safety</u>	<u>2</u>
FTEC 576 ^P	Cereal Science	2
FTEC 578 ^P	Bioactives and Probiotics for Health	3
MIP 540 ^P	Biosafety in Research Laboratories	2
VS 570/	Issues in Animal Agriculture	2
AGRI 570		

PROGRAM TOTAL = 24 credits (12 credits must be upper-division 300- or 400-level)

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

¹ If both FTEC 400 and MIP 334 are taken, credit for one class may be used for Advanced Courses credit.

² ANEQ 522 may be selected here.

²³ Or higher level organic chemistry course.

³⁴ Cannot double count as a Foundation course.

⁴⁵ Maximum of three upper-division (300- or 400-level) credits allowed for Independent Study/Group Study/Internship. Select from subject codes ANEQ, ERHS, FSHN/FTEC, HORT, MIP, SOCR.

⁵ With approval of advisor.

**Department of Human Development and Family Studies
Gerontology Interdisciplinary Minor**

Effective Spring 2012

(The entire program is shown. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>
Core Requirements		
AHS 201 ^P	Perspectives in Gerontology	3
FSHN 444 ^P	Nutrition and Aging	1
HDFS 312 ^P	Adult Development-Middle Age and Aging	3
HES 444 ^P	Successful Aging: Role of Physical Activity	2
SOWK 371F 371E	Social Work with Selected Populations-Social Gerontology	3
<i>Select a minimum of three credits practicum or internship directly related to aging from the following:</i>		
AHS 487 ^P	<u>Internship in Human Services</u>	<u>3</u>
HDFS 488D ^P	<u>Field Placement: Programming for Adults and Later Life Families</u>	<u>3</u>
SOWK 488 ^P	<u>Field Placement</u>	<u>3</u>
	TOTAL	<u>12</u>

Elective Courses

Select 6-8 credits from the following:¹

FSHN 450 ^P	<u>Medical Nutrition Therapy</u>	<u>5</u>
HDFS 332 ^P	Death, Dying, and Grief	3
HDFS 402 ^P	<u>Family Studies</u>	<u>3</u>
HDFS 403	Families in the Legal Environment	3
OT 355 ^P	Handicapped Individual in Society	2
PHIL 366	Philosophy of Aging	3

<u>Course</u>	<u>Title</u>	<u>Cr</u>
PSY 296	Group Study	1-3
PSY 320 ^p	<u>Abnormal Psychology</u>	<u>3</u>
PSY 496A-F	Group Study	1-3
SOWK 410 ^p	<u>Social Welfare Policy</u>	<u>3</u>
TOTAL		6-8

Minimum of three credits practicum or internship directly related to aging.

PROGRAM TOTAL = 21-23 credits²

^p This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

¹ Students may select from the courses below or from a department list of courses with approval of advisor.

² Of the 21 minimum credits required to complete the minor, a minimum of 12 credits must be upper-division (300- or 400-level).

Request to Move AMST Subject Code

A request from the College of Liberal Arts and the Department of English to move the jurisdiction for subject code AMST from the College of Liberal Arts to the Department of English was approved. The recommended effective date, subject to approval by Faculty Council, is Spring Semester 2012.

Minor Change to Courses

PRESENT LISTING			REQUESTED CHANGE	EFFECTIVE DATE
°+HORT	412	Floriculture Crops. F,S,SS (odd years)	F,S,SS	Fall 2012
°HORT	452	Viticulture—Grape Production. F (odd years).	F (even years).	Fall 2012
JTC	341	Broadcast News Description: Practical application of principles, theory, and methods used in broadcast newswriting, reporting, and producing.	TV News Writing, Reporting and Producing. Description: Practical application of principles, theory and methods used in television newswriting, reporting and producing.	Spring 2012
LFRE	326	French Phonetics. Prerequisite: LFRE300 or concurrent registration or LFRE 328A	Prerequisite: LFRE 300 or concurrent registration.	Spring 2012
*NR	540A	Environmental Issues: Water Resources. F (even). Description: Admission to Conservation Leadership specialization. Students must enroll in NR 540A-D concurrently.	F. Description: Admission to Conservation Leadership Program. Students must enroll in NR 540A-D concurrently.	Spring 2012
*NR	540B	Environmental Issues: Biological Diversity. F (even). Description: Admission to Conservation Leadership specialization. Students must enroll in NR 540A-D concurrently.	F. Description: Admission to Conservation Leadership Program. Students must enroll in NR 540A-D concurrently.	Spring 2012

*NR	540C	Environmental Issues: Ecologic Reconciliation. F (even). Description: Admission to Conservation Leadership specialization. Students must enroll in NR 540A-D concurrently.	F. Description: Admission to Conservation Leadership Program. Students must enroll in NR 540A-D concurrently.	Spring 2012
*NR	540D	Environmental Issues: Ecosystem Services. F (even). Description: Admission to Conservation Leadership specialization. Students must enroll in NR 540A-D concurrently.	F. Description: Admission to Conservation Leadership Program. Students must enroll in NR 540A-D concurrently.	Spring 2012
*NR	541	Conservation Policy, Finance, and Governance. F (even). Description: Admission to Conservation Leadership specialization.	F. Description: Admission to Conservation Leadership Program.	Spring 2012
*NR	542	Global Change and Conservation. F (even). Description: Admission to Conservation Leadership specialization.	F. Description: Admission to Conservation Leadership Program.	Spring 2012
*NR	543A	Catalyzing Change: Conflict and Conservation. F (even). Description: Admission to Conservation Leadership specialization.	F. Description: Admission to Conservation Leadership Program.	Spring 2013
°NR	543B	Catalyzing Change: Collaborative Conservation. S (odd). Description: Enrollment in Conservation Leadership specialization.	F. Description: Admission to Conservation Leadership Program.	Spring 2013
°NR	544A	Conservation Methods: Watershed Sciences. S (odd). Description: Enrollment in Conservation Leadership specialization. Students must enroll in NR 544A-E concurrently.	S. Description: Admission to Conservation Leadership Program. Students must enroll in NR 544A-E concurrently.	Spring 2013
°NR	544B	Conservation Methods: Ecological Sciences. S (odd). Description: Enrollment in Conservation Leadership specialization. Students must enroll in NR 544A-E concurrently.	S. Description: Admission to Conservation Leadership Program. Students must enroll in NR 544A-E concurrently.	Spring 2013
°NR	544C	Conservation Methods: Social Sciences. S (odd). Description: Enrollment in Conservation Leadership specialization. Students must enroll in NR 544A-E concurrently.	S. Description: Admission to Conservation Leadership Program. Students must enroll in NR 544A-E concurrently.	Spring 2013

°NR	544D	Conservation Methods: Spatial Information. S (odd). Description: Enrollment in Conservation Leadership specialization. Students must enroll in NR 544A-E concurrently.	S. Description: Admission to Conservation Leadership Program. Students must enroll in NR 544A-E concurrently.	Spring 2013
°NR	544E	Conservation Methods: Integrative Field Work. S (odd). Description: Enrollment in Conservation Leadership specialization. Students must enroll in NR 544A-E concurrently.	S. Description: Admission to Conservation Leadership Program. Students must enroll in NR 544A-E concurrently.	Spring 2013
°NR	545	Multi-level Views of Society and Environment. S (odd). Description: Enrollment in Conservation Leadership specialization.	S. Description: Admission to Conservation Leadership Program.	Spring 2013
°NR	548	Conservation Planning and Management. SS (odd). Description: Enrollment in Conservation Leadership specialization.	SS. Description: Admission to Conservation Leadership Program.	Spring 2013
*°NR	549A	Conservation /Systems Leadership. F(even), S (odd). Description; Admission to Conservation Leadership specialization.	S, SS. Description: Admission to Conservation Leadership Program.	Spring 2013
°NR	549B	Conservation /Systems Leadership: Field. SS, F(odd). Description; Enrollment in Conservation Leadership specialization.	SS. Description: Admission to Conservation Leadership Program.	Spring 2013

Minor Change to Curricula

College of Liberal Arts Environmental Affairs Interdisciplinary Minor

Effective Spring 2012

(Only the changes are shown, not the entire program. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>
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Select from Other Colleges

Select a minimum of three credits from the list below OR a different course with a strong environmental component may be used with approval from adviser.

AGRI 330/	Agricultural Ethics	3
PHIL 330		
AREC 202	Agricultural and Resource Economics	3
AREC 240/	Issues in Environmental Economics	3
ECON 240		
AREC 340 ^P /	Introduction to Economics of Natural Resources	3
ECON 340 ^P		
AREC 342 ^P	Economic Analysis-Water Resource Development	3

<u>Course</u>	<u>Title</u>	<u>Cr</u>
AREC 346 ^P /	Economics of Outdoor Recreation	3
ECON 346 ^P		
AREC 375 ^P	Agricultural Law	3
AREC 460 ^P	Economics of World Agriculture	3
AREC 478 ^P	Agricultural Policy	3
CIVE 438 ^P /	Pollution Control Engineering	4
ENVE 438 ^P		
CIVE 439 ^P /	Environmental Engineering Chemical Concepts	3
CBE 439 ^P		
CIVE 440 ^P	Nonpoint Source Pollution	3
CON 450/	Travel Abroad-Sustainable Building	3
INTD 450		
ENVE 441 ^P	Water and Wastewater Characterization	1
ERHS 410 ^P	Environmental Health Waste Management	3
ERHS 446 ^P	Environmental Toxicology	3
F 322 ^P	Economics of the Forest Environment	3
F 330 ^P	Timber Harvesting and the Environment	3
FW 356	Leopold's Ethic for Wildlife and Land ⁴	3
GR 320 ^P	Cultural Geography	3
GR 342	Geography of Water Resources	3
GR 345 ^P	Geography of Hazards	3
HORT 466 ^P	Community Forestry	3
LAND 110	Introduction to Landscape Architecture	3
LAND 120	History of the Designed Landscape	3
NR 320	Natural Resources History and Policy	3
NR 355 ^P	Contemporary Environmental Issues ⁴	3
NR 365	Environmental Education	3
NRRT 330	Social Aspects of Natural Resource Management	3
NRRT 462 ^P	Environmental Communication-Natural Resources	3
PSY 316 ^P	Environmental Psychology	3
SOCR 320	Forage and Pasture Management	3
SOCR 370 ^P	Irrigation Principles	2
SOCR 377 ^P /	Geographic Information Systems in Agriculture	3
CIVE 377 ^P		
TOTAL		3
PROGRAM TOTAL = 21 credits		

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

⁴ Offered as a correspondence or telecourse course only.

Warner College of Natural Resources
 Department of Forest and Rangeland Stewardship
 Major in Rangeland Ecology
 Conservation and Management Concentration

Effective Fall 2012

(Only the changes are shown, not the entire program. Deletions are in ~~strikeout~~; additions are in underline.)

<u>Course</u>	<u>Title</u>	<u>Cr</u>	AUCC
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JUNIOR

<i>Select two courses from the following:</i>			
BSPM 308 ^P	Ecology and Management of Weeds	3	
BZ 440 ^P	Plant Physiology	3	
FW 356	Leopold's Ethic for Wildlife and Land	3	
FW 357	Wildlife Habitat on the Great Plains	3	
TOTAL		31-32	

PROGRAM TOTAL = 120 credits

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

CURRICULAR REQUESTS – SEPTEMBER 2, 2011**Proctoring Exams for Nontraditional Courses**

Following discussion, a motion was passed to include the following language about proctoring nontraditional courses in the revisions to the *Curricular Policies and Procedures Handbook* and to nontraditional course forms:

“Nontraditional course proposals must designate how exams will be proctored. If exams will not be proctored, then a compelling justification must be presented.”

CURRICULAR REQUESTS – SEPTEMBER 9, 2011

NT-O, offered as nontraditional, online course.

New Courses

Effective Date

LB 300 03(2-0-1). Specialized Professional Writing. F, S, SS. Prerequisite: CO 150 or HONR 193. Spring Semester 2012

Emphasizes specialized writing skills used in professional letters, resumes, manuals, critiques, complaints, and interest-specific research projects.

Major Change to Courses

Effective Date

EDCL 799 Var. Dissertation, **change to:**

Spring Semester 2012

EDCL 799 Var. Dissertation. F, S, SS. Prerequisite: None. (NT-O)

[Approved as a nontraditional online course.]

GR 495 Var. Independent Study, **change to:**

Spring Semester 2012

GR 495 Var[1-3]. Independent Study. F, S.

JTC 343 03(2-2-0). Advanced Television News Production, **change to:**

Spring Semester 2012

JTC 343 03(2-2-0). Advanced Television News Production. F, S. Prerequisite: JTC 341.

Advanced theory and practice of reporting and producing television news; basics of television news management.

New Curricula

College of Liberal Arts

Department of Anthropology

Effective Spring 2012

Resilience of Social Ecological Systems Graduate Interdisciplinary Studies Program

(The entire program is shown.)

Course

Title

Cr

In addition to the required course, students must select one course from each of the four Groups below, A, B, C, and D, for a minimum total of 15 credits. A minimum of 9 credits must be taken at the 500-level or above. At least two courses must be from outside the student's department.

Required Course

ANTH 530 ^P	Human-Environment Interactions	<u>3</u>
<u>Group A: Concepts of Cultural and Social Systems in Environmental Context</u>		
ANTH 329 ^P	Cultural Change	<u>3</u>
ANTH 330 ^P	Human Ecology	<u>3</u>
ANTH 376 ^P	Evolution of Human Adaptation	<u>3</u>
ANTH 415	Indigenous Ecologies and the Modern World	<u>3</u>
ANTH 446 ^P	New Orleans and the Caribbean	<u>3</u>
ANTH 529 ^P	Anthropology and Sustainable Development	<u>3</u>
GR 320 ^P	Cultural Geography	<u>3</u>

<u>Course</u>	<u>Title</u>	<u>Cr</u>
HIST 470 ^P	<u>World Environmental History, 1500-Present</u>	<u>3</u>
POLS 670 ^P	<u>Politics of Environment and Sustainability</u>	<u>3</u>
SOC 667 ^P	<u>Theories of State, Economy, and Society</u>	<u>3</u>
SOC 668 ^P	<u>Environmental Sociology</u>	<u>3</u>
<u>Group B: Concepts and Methods of Ecology and People</u>		
ANTH 453 ^P	<u>Impacts on Ancient Environments</u>	<u>3</u>
ANTH 515 ^P	<u>Culture and Environment</u>	<u>3</u>
ANTH 572 ^P	<u>Human Origins</u>	<u>3</u>
ANTH 573 ^P	<u>Paleoclimate and Human Evolution</u>	<u>3</u>
BZ 353 ^P / NR 353 ^P	<u>Global Change Ecology, Impacts, and Mitigation</u>	<u>3</u>
RS 351 ^P	<u>Wildland Ecosystems in a Changing World</u>	<u>3</u>
<u>Group C: Concepts and Methods of Governance and Economy</u>		
ANTH 529 ^P	<u>Anthropology and Sustainable Development</u>	<u>3</u>
AREC 340 ^P / ECON 340 ^P	<u>Introduction: Economics of Natural Resources</u>	<u>3</u>
AREC 540 ^P / ECON 540 ^P	<u>Economics of Natural Resources</u>	<u>3</u>
AREC 541 ^P / ECON 541 ^P	<u>Environmental Economics</u>	<u>3</u>
NR 320	<u>Natural Resources History and Policy</u>	<u>3</u>
NR 622 ^P	<u>Analysis of Environmental Impact</u>	<u>3</u>
NR 625 ^P	<u>Community-Based Natural Resource</u>	<u>3</u>
POLS 362 ^P	<u>Global Environmental Politics</u>	<u>3</u>
POLS 532 ^P	<u>Governance of the World Political Economy</u>	<u>3</u>
POLS 670 ^P	<u>Politics of Environment and Sustainability</u>	<u>3</u>
POLS 739 ^P	<u>International Environmental Politics</u>	<u>3</u>
<u>Group D: Skills and Methods</u>		
ANTH 352 ^P	<u>Geoarchaeology</u>	<u>3</u>
ANTH 441 ^P	<u>Method in Cultural Anthropology</u>	<u>3</u>
ANTH 443 ^P	<u>Ethnographic Field Preparation</u>	<u>3</u>
ANTH 461 ^P	<u>Anthropological Report Preparation</u>	<u>3</u>
ANTH 544 ^P	<u>Anthropological Method and Theory</u>	<u>3</u>
GR 323/ NR 323	<u>Remote Sensing and Image Interpretation</u>	<u>3</u>
GR 410 ^P	<u>Climate Change: Science, Policy, Implications</u>	<u>3</u>
GR 420 ^P	<u>Spatial Analysis with GIS</u>	<u>4</u>
GR 503/ NR 503	<u>Remote Sensing and Image Analysis</u>	<u>4</u>
NR 575 ^P	<u>Systems Ecology</u>	<u>4</u>
<u>PROGRAM TOTAL = minimum 15 credits</u>		

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/> to see the course prerequisites.

MEMORANDUM

DATE: October 4, 2011
TO: Timothy Gallagher, Chair Faculty Council
FROM: Rick Miranda, Provost/Executive Vice President
SUBJECT: Approval of Fall Degree Candidates - December 2011 Commencement

Rick Miranda, Provost/Executive Vice President, MOVES THAT FACULTY COUNCIL APPROVE THE CANDIDATES WHO MEET THE DEGREE REQUIREMENTS FOR GRADUATION AT THE CLOSE OF THE 2011 FALL SEMESTER.

BALLOT- OCTOBER 4, 2011**Graduate and Undergraduate Student Positions on Faculty Council Standing Committees (One-Year Term)
Nominations from the Committee on Faculty Governance****Committee on Intercollegiate Athletics**

LINDON BELSHE	Undergraduate Student Representative	2012
DANIEL HEMPHILL	Graduate Student Representative	2012

Committee on Libraries

MARIA SEKYI	Undergraduate Student Representative	2012
JAMIE BARRINGER	Graduate Student Representative	2012

Committee on Scholarship, Research, and Graduate Education

DAVID KUPKA	Graduate Student Representative	2012
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Committee on Strategic and Financial Planning

WENDY BOWLING	Undergraduate Student Representative	2012
DOUGLAS ORTEGO	Graduate Student Representative	2012

Committee on Teaching and Learning

REBECCA EWING	Undergraduate Student Representative	2012
ANTHONY RYALS	Graduate Student Representative	2012

Committee on University Programs

MALLORIE FAIRCHILD	Undergraduate Student Representative	2012
KATHERINE ZAUNBRECHER	Graduate Student Representative	2012

University Curriculum Committee

SHADI BARZIDEH	Undergraduate Student Representative	2012
KATHERINE ZAUNBRECHER	Graduate Student Representative	2012

Memo

TO: Tim Gallagher, Chair, Faculty Council

FROM: Mary Stromberger, Chair, Committee on Scholarship, Research and Graduate Education

DATE: September 8, 2011

RE: Proposed Revisions to the *Graduate and Professional Bulletin* - D.5 Application: International Students - "ADMISSIONS REQUIREMENTS AND PROCEDURES"

THE COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION MOVES THAT THE FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE SECTION "ADMISSIONS REQUIREMENTS AND PROCEDURES" - *D.5 Application: International Students* - OF THE *GRADUATE AND PROFESSIONAL BULLETIN* TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION AS FOLLOWS:

ADDITIONS - UNDERLINED DELETIONS - ~~OVERSCORED~~

ADMISSIONS REQUIREMENTS AND PROCEDURES

D.5 APPLICATION: INTERNATIONAL STUDENTS

Application procedures are similar to those for U.S. citizens or permanent resident students. Refer to U.S. Citizens or Permanent Residents information for on-line World Wide Web instructions.

The following materials must be sent to the ~~Admissions Office, Ammons Hall, Colorado State University, Fort Collins, CO 80523-1062 USA.~~ directly to the department in which the applicant plans to study (see Programs and Degrees webpage for the mailing address at: <http://graduateschool.colostate.edu/prospective-students/degrees.aspx>).

- ~~1. A \$50 application fee that may be submitted with the on line application.~~
- ~~2.~~1. An official transcript of all collegiate work completed along with a certified translation into English.
- ~~3.~~2. Certified proof of financial support along with the GS Form 3F.
- ~~4.~~3. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Track III Admissions are not required to take either the TOEFL or the IELTS exam.
- ~~5.~~4. A statement of purpose.
- ~~6.~~5. Three letters of recommendation.

RATIONALE: The process of all application materials being sent directly to the department will better serve students and assist departments by receiving documents in a timelier manner, and will be consistent for both international and domestic applicants. In addition, many departments currently direct students to submit application materials directly to them which makes their procedure conflict with what is stated in the Bulletin.

Date: September 20, 2011

To: Timothy Gallagher, Chair, Faculty Council

From: Karrin Anderson, Vice Chair
Executive Committee

Subject: Proposed Revisions to the *Manual*, Preface

The Executive Committee submits the following amendment:

Moved that Faculty Council adopt the proposed revisions to the *Manual*, Preface, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions - underlined deletions - ~~overseored~~

PREFACE (as adopted by Faculty Council at its May 3, 2011 meeting)

The *Academic Faculty and Administrative Professional Manual* (hereinafter referred to as “*Manual*”) contains policies and procedures that apply to academic faculty members and administrative professionals employed at Colorado State University. It is the document that formally captures the shared understanding of the cooperative compact among the Board of Governors of the Colorado State University System (hereinafter referred to as “the Board”)*, the University administration, the academic faculty, and the administrative professionals that is used to effectively manage our institution.

As an academic community, Colorado State University embraces certain foundational principles that guide our behaviors. Foremost among these is academic freedom for the academic faculty, a longstanding cornerstone of public higher education in our country. ~~As part of academic freedom, members of the academic faculty shall have the right to present all relevant scholarly opinions and conclusions, both in and outside~~ Academic freedom is the freedom of the academic faculty to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; to speak or write on matters of public concern as well as on matters related to professional duties and the functioning of the University. These freedoms come with responsibilities; academic faculty are expected to follow professional standards for discourse and publication, to indicate when speaking on matters of public interest that they are not speaking on behalf of the institution, and to conduct themselves in a civil and professional manner consistent with the normal functioning of the University. to reach conclusions according to one's scholarly discernment; and to publish the results of these investigations, subject to the professional standards of the discipline. As a member of a university community dedicated to the exchange and discussion of all ideas, a member of the academic faculty shall also have the freedom to speak to any matter of social, political, economic, or other interest to the larger community outside of the university, provided that he or she states clearly that he or she is presenting personal opinions and not speaking on behalf of the institution.

Another foundational principle of our academic community is shared governance. In its most generic sense, this principle speaks to an atmosphere of openness and inclusion that welcomes the views of students, faculty, administration, and employees of all classifications into the discourse of the university, including hiring decisions. Shared governance recognizes the authority of the Board, the leadership role of administration, the special relationship of the academic faculty to a university, the importance of all employees, and the centrality of the students. Shared governance expresses itself in a variety of ways, including: the central role of the professional judgment of the faculty in the hiring, tenure, and promotion of tenure-track faculty; the central role of the faculty in curricular proposals and development; the right of the Faculty Council and the Administrative Professional Council to bring forward issues to the administration and the Board; the membership of faculty and students on the Board; and the formal role that the Faculty Council and the Administrative Professional Council play in recommending amendments to this Manual to the Board. ~~An additional aspect of shared governance acknowledges the right of an academic faculty member to comment on, criticize, or challenge any matter of institutional policy or action, whether or not he or she is an official representative of organized institutional governance.~~

Academic faculty also have the responsibility to conduct themselves in a civil and professional manner. In recognition of this responsibility, this Manual contains policies and procedures regarding the discipline of faculty members, including revocation of tenure and termination of appointment, for behavior that represents a serious violation of ethics and/or University policy (see Section E.15).

For these reasons, this Manual is an important component of our institutional structure. Please become familiar with the policies of the University, and keep this *Manual* conveniently available for reference. The policies and procedures contained in this *Manual* may be amended at any time, consistent with the procedures within this *Manual*. Academic faculty members and administrative professionals are advised to consult the Faculty Council website (<http://www.facultycouncil.colostate.edu>) for the most current version of the *Manual* approved by the Board. If you believe that the policies and procedures outlined in this *Manual* are not being followed, you should notify the Faculty Council Office. If you are an administrative professional, you should also notify the Chair of the Administrative Professional Council.

As part of the governance structure of the University, the Board has delegated certain personnel powers to the President, and the President has further delegated certain of these personnel powers to other officers of the University (see Section B.1.4). All references in this *Manual* to the authority of the Board and/or the President shall be deemed to include such delegations. However, the Board, may, from time to time, elect to exercise any personnel power delegated to the President (and which may have been further delegated to other officers of the University.)

Unless a proposed change or addition to this *Manual* is necessitated by action of the Board or the Colorado General Assembly, it must be approved by the Faculty Council prior to submission to the Board in accordance with the procedure in Section C.2.2.e of this *Manual*. Proposed changes or additions to *Manual* sections that apply to administrative professionals shall be submitted to the Chair of the Administrative Professional Council for the purpose of giving the Administrative Professional Council a chance for review and feedback prior to action by Faculty Council.

All financial commitments and financial obligations of Colorado State University and the Board contained in this *Manual* are contingent upon the availability of State funds and are subject to Article XI, Sections 1 and 3 of the Constitution of the State of Colorado. Thus, commitment of employment beyond the current fiscal year is contingent upon sufficient appropriations of funds from the State Legislature. Such commitment without that contingency would be an unconstitutional pledge against the credit of the State made without spending authorization of the Colorado General Assembly. See Section E.16 of this *Manual* for the policy regarding Financial Exigency.

Offices of the Provost and Faculty Council

Colorado State University

~~June 2011~~ September 2011

*Effective August 8, 2002, the State Board of Agriculture name was changed to the Board of Governors of the Colorado State University System. All references to the State Board of Agriculture found in this *Manual* shall be deemed to refer to the Board of Governors of the Colorado State University System (referred to as "the Board").

Rationale:

This new language makes it clear that members of the Colorado State University community – faculty, staff, students, the administration, and the Board – strongly support the foundational principles of academic freedom and shared governance. It is a statement of our shared institutional values. This proposal is the result of discussions involving Executive Committee of Faculty Council, the University administration, members of the Board, and General Counsel for the Board. These discussions have led to agreement among these parties on the present wording.

The proposed Manual Preface change approved by Faculty Council at its May 2011 meeting was returned by the Board of Governors at its June meeting to Faculty Council without approval. The Board returned that version with a request that the statements about rights and responsibilities be better balanced. The new version does this. Executive Committee of Faculty Council is charged by its operating procedures to facilitate an alternative motion when a proposed Manual change approved by Faculty Council is returned without approval by the Board.

Date: September 20, 2011

To: Timothy Gallagher, Chair, Faculty Council

From: David Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Proposed Revisions to the *Manual*, Section K – Mediation, Grievance Procedures, and Review Processes

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

MOVED, THAT THE FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL*, SECTION K – MEDIATION, GRIEVANCE PROCEDURES, AND REVIEW PROCESSES TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AND TO BE MOVED TO SECTION H OF THE *MANUAL* AS FOLLOWS:

Additions - underlined Deletions - ~~strikeouts~~

SECTION K. MEDIATION, GRIEVANCE PROCEDURES, AND REVIEW PROCESSES **RESOLUTION OF DISPUTES** *(last revised March 14, 2000)*

~~K.1 Purpose of and General Information Pertaining to Mediation and the Grievance Process~~

There are several different offices at Colorado State University that deal with various aspects of dispute resolution (see the following link:

<http://www.facultyandstaff.colostate.edu/ugo/UGO8-EmployeeResources1109.pdf>

on the website of the University Grievance Officer). In particular, the Office of the Ombuds provides the most informal consultation, and it is a good place to start if you are not sure which office to contact.

This section describes a process for resolving disputes that cannot be resolved informally. This process begins with a formal attempt to mediate the dispute. If formal mediation is not successful, then a formal Grievance may be initiated if the dispute involves a Grievable Action (see Section K.3). Note that mediation may be possible even if the dispute does not involve a Grievable Action or if there is not a submission of a claim within the required time limit (see Section K.5).

Academic faculty members and administrative professionals (hereinafter referred to as "Covered Members"), including administrators in either of these two categories, must follow all applicable parts of the Section K process before pursuing any action with external agents or agencies, except in cases where Federal and/or state law gives the Covered Member the right to institute action without exhausting internal administrative remedies. This process replaces and supersedes all mediation and grievance procedures found in department and/or college codes.

It shall be the responsibility of the University, through the Offices of the Provost and the President, to assure that the Section K process is supported, respected, and enforced. This includes financial support.

~~K.1.1—Mediation~~

Mediation is a mechanism by which the University seeks to provide a resolution of grievable conflicts (see Section K.9) among its academic faculty members, administrative professionals, and administrators. Mediation can be requested by either party in a grievable conflict if the grievable conflict is not resolved informally.

Academic faculty members, administrative professionals, and administrators ("Covered Members") shall attempt to mediate their grievable conflicts prior to filing a grievance complaint. Mediation may not be utilized to resolve grievable conflicts involving classified employees.

K.1.2 Grievance Process

The purpose of the Grievance Procedure is to assure a rapid and fair process for the resolution of grievable conflicts which are not resolved through mediation. It shall be the responsibility of the University, through the Offices of the Provost and the President, to assure that the grievance procedures, review processes, and mediation provisions herein established are appropriately supported, respected, and enforced. All persons with Grievances shall follow these procedures before pursuing any action with external agents or agencies, except in cases where Federal and state law gives persons the right to institute action without first exhausting internal administrative remedies. This Grievance Procedure replaces and supersedes all grievance procedures found in department or college codes.

The person with overall responsibility for the Section K process is the University Grievance Officer (hereinafter referred to as the "UGO"). The UGO is a tenured faculty member whose selection has been approved by both Faculty Council and the Administrative Professional Council (see Section K.12).

The Mediation process is conducted by a University Mediator (hereinafter referred to as a "UM") who is selected by the UGO from a pool of UM's. If the Covered Member is a faculty member, then the UM shall be a tenured faculty member; if the Covered Member is an administrative professional, then the UM shall be an administrative professional (see Section K.13).

If a formal Grievance is initiated and a Hearing occurs, then this Hearing shall be conducted by a Hearing Committee whose members are selected from the Grievance Panel (see Section K.11). If the Covered Member is a faculty member, then the members of the Hearing Committee shall be tenured faculty members; if the Covered Member is an administrative professional, then the members of the Hearing Committee shall be administrative professionals.

K.14 University Grievance Officer *(last revised December 15, 2005)*

The UGO is responsible for coordinating and facilitating the activities of the UM's, the Grievance Panel, and the Hearing Committees (see Section K.14.4 and 15). The UGO also assures that the procedures herein established are followed reasonably and accurately and decides procedural issues as set forth herein. Any departure from these procedures shall occur only with the written approval of the UGO.

K.16 Time Limits

By agreement of the parties, or in the event of pressing emergencies, subject to the written approval of the UGO, the time limits set forth in Section K may be extended for reasonable periods.

K.182 Expectations for Members of the University Community *(last revised December 14, 2004)*

- a. Cooperation and participation by the members of the University community in the resolution of a complaint under these procedures is necessary.
- b. All witnesses shall be truthful in their testimony. Failure to comply with this expectation may result in the imposition of University sanctions
- c. No person shall restrain, interfere with, coerce, attempt to intimidate, or take any reprisal against a participant under these procedures in the Section K process. Failure to comply with this expectation may result in the imposition of University sanctions.

K.93 **Forms of Grievable Actions**

There are three (3) separate classes of Grievable Actions will be in the form of three (3) separate classes of Grievances. A Class A and or Class B Grievances, as more fully described below, must involve a complaint by a Covered Member that a Grievable Action has occurred because a decision, recommendation, or action of an administrator (hereinafter referred to as the "Action") is unfair, unreasonable, arbitrary, capricious, and/or discriminatory and that it does or will adversely affect the Grievant in his or her academic and/or professional capacity, ~~excepting those matters set forth in Section K.10. An~~ issues that does not directly affect a Class A or B-Grievant Covered Member in such a capacity, such as dissatisfaction with a University policy of general application, are is not a Grievable Actions. A Class C Grievances, as more fully described below, must involve a complaint by an "at-will" employee whose employment was terminated by the University. ~~The determination of whether a Grievance is considered a Class-A, Class B or Class C Grievance shall be made by the UGO, based upon legal advice from the appropriately assigned legal advisor.~~

Only actions by administrators can constitute Grievable Actions. Also, specific sections of the Manual exempt certain actions by administrators from being Grievable Actions. In particular, a decision or action that is said to be final is not a Grievable Action.

If the administrator whose Action is being challenged no longer holds the relevant administrative position, then the administrative supervisor for this position, at his or her discretion, shall decide whether the new administrator in this position or the administrative supervisor shall participate in the Section K process.

Class A Grievances are those that involve complaints about the following specific actions: termination of contractual rights, reduction of salary, demotion, ~~actions-violative~~ violation of academic and/or intellectual freedom, or assignment of unreasonable work loads. Class A Grievable Actions do not include a decision to terminate the employment of an "at-will" employee. The burden of proof in Class A Grievances falls upon the administrator initiating the whose Action is being challenged ("Responsible Administrator"). ~~(For description of burden of proof, see Section K.12.)~~

Class B Grievances ~~pertain to~~ involve complaints about a term or condition of employment other than those specific cases that may be ~~are~~ the basis for a Class A or Class C Grievance, ~~such as Examples are~~ reappointment, amount of salary, denial of promotion, denial of tenure, abuse of discretion, lower evaluation than deserved on annual a performance review, or denial of sabbatical leave. The burden of proof in Class B Grievances falls upon the Grievant.

Class C Grievances involve either a claim by an "at-will" employee that the vice president's recommendation to the President regarding ~~an~~ the employee's termination was due to discrimination prohibited under Federal or State law or University policy; or a claim ~~that by an~~ "at-will" employee that the employee is entitled to post-termination due process. The UGO, ~~based upon~~ with legal advice from the ~~State Department of Law (Attorney General) Office of the General Counsel and as provided for in Section K.12.5,~~ shall determine whether such due process rights are in question and whether review by a Hearing Committee regarding such due process rights is warranted. The burden of proof in Class C Grievances ~~shall~~ falls upon the Grievant.

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

The determination of whether an Action is a Grievable Action, and, if so, whether it is Class A, Class B, or Class C shall be made by the UGO with appropriate legal advice (see Section K.12.5). If the Covered Member disagrees with this determination, he or she may appeal this decision. Such an appeal must be made in writing to the Chair of the Grievance Panel (see Section K.11.1) within three (3) working days of being notified of the determination by the UGO. If such an appeal is submitted, the Chair of the Grievance Panel shall form an Appeal Committee consisting of three (3) members from the Grievance Panel following the same procedure as for the formation of a Hearing Committee (see Section K.11.4), with the Chair of

the Grievance Panel assuming the role of the UGO. Within five (5) working days of the submission of the appeal, the Appeal Committee, with appropriate legal advice (see Section K.12.5), shall make a determination regarding the classification of the Action, and this determination shall be final. No member of this Appeal Committee may serve on a Hearing Committee for this Grievance.

K.10 ~~Exception to Use of the Grievance Procedure~~

~~The decisions reached in Section E.10.7 Disciplinary Action for Tenured Faculty are final, except for the appeal procedure described in that section.~~

K.84 The Right to Grieve

K.84.1 Persons Entitled to Grieve

Any Covered Member may initiate a the formal Grievance Process regarding a Grievable Action (see Section K.9) if formal Mediation has not been successful, ~~subject to the requirements set forth above (Mediation) and as further provided below.~~ Grievances by more than one (1) Covered Member from a single administrative unit or department ~~or committee thereof~~ may be joined into a common grievance if, in the ~~discretion opinion~~ of the UGO, their Grievances have sufficient commonality to be heard collectively. Persons ~~entitled to grieve~~ initiating a Grievance under the terms and conditions of this policy are hereinafter referred to as "Grievants." ~~Matters that can be subject of Grievances are described in Section K.9 and are called "Grievable Actions."~~ The Section K process may not be used to resolve grievable disputes involving State Classified personnel.

K.84.2 Provision of Due Process to Grievants

- a. No action that may deprive a Covered Member of a constitutional right shall be taken unless such a member has first been accorded due process of law. If the Covered Member initiates the Section K process with regard to such an action, the action shall not be taken prior to the completion of the Section K process.
- b. University employees not designated pursuant to state law as having "at will" status, ~~including tenure and tenure-track academic faculty members, and persons having preexisting rights of contract extension under such law, shall, before any such action is taken, have the right to grieve under initiate Class A and Class B Grievances as described in Section K.3.~~
- c. Covered Members who have "at will" status shall have ~~those procedural rights set forth in b above the right to initiate Class A and Class B Grievances as described in Section K.3,~~ except with respect to that Grievances regarding termination of employment must be Class C Grievances, rather than Class A Grievances. In such cases For termination of employment, any due process required shall be provided administratively in such a manner as may be determined by the President and vice presidents of the University.

K.45 Referral of Grievable Conflicts to University Mediators Initiation of the Section K Process

A claim of a Grievable conflicts Action shall must be referred submitted in writing by a Covered Member to the University Grievance Officer (hereinafter referred to as "UGO") (see Section K.14) no later than twenty (20) working days after the date of the decision or a Action giving rise to the Grievable conflict Action or discovery of the decision or action. "Discovery" is that point in time when the individual could reasonably be expected to have knowledge that a basis for a grievance existed. The UGO shall then meet with the Covered Member to discuss the claim.

Thereafter Within five (5) working days after receiving the written claim of a Grievable Action, the UGO shall assign a UM from the pool within five (5) working days after receiving the written grievable conflict referral to mediate the grievable conflict dispute. The mMediation participants shall have five (5) working days from the date of the assignment of the UM to

object to such an assignment. An objection ~~can~~ may be raised only based ~~only~~ on the UM's prior or current relationship with the ~~m~~Mediation participants and/or the UM's knowledge of previous related ~~grievable conflicts~~ disputes. The UGO shall make the final decision on the assignment of a UM.

K.6 Documentation *(last revised May 2, 2007)*

- a. ~~Either~~ The UGO and/or the UM assigned to the case may request, and is entitled to receive promptly, any and all materials from the participants in the Grievable Action that either one the UGO or the UM may deem relevant to the grievable conflict dispute.
- b. Any formal resolution reached during ~~m~~Mediation by the participants must be in writing and is subject to approval of legal sufficiency by the Office of General Counsel's office and approval by any other necessary individuals.

K.137 Right To Clerical Assistance *(last revised June 17, 2003)*

~~Any person entering the Grievance procedure initiating the Section K process has the right to clerical support from University personnel for preparation of documents for use in the Grievance this process. Because maintenance of confidentiality is an important element of the procedure Section K process, the clerical support should come from a unit at the next higher level than the one in which the Grievant Covered Member is housed (e.g., from the dean, for an academic faculty member, or from a vice president, for a dean; etc.). The UGO reserves the right to question and determine the applicability, reasonableness, and relevance of any material to the Grievance. This right may include the refusal by the UGO to forward the Complaint, the Response, and/or any supporting document(s) to the Hearing Committee until the UGO judges that the documents are in compliance with the requirements of Section K. Failure by either party to bring documents into compliance with Section K requirements by a deadline set by the UGO shall result in forfeiture by that party of the right to pursue the matter through Section K or the forwarding by the UGO of redacted documents to the Hearing Committee.~~

K.58 Mediation Procedures/Time Line Process

- a. ~~Within ten (10) working days of being assigned by the UGO, the UM shall attempt to mediate potential grievable conflicts between Covered Members by meeting with the mMediation participants, discussing their respective positions, and reviewing relevant information. Such action shall occur within ten (10) working days following assignment of a grievable conflict to a UM.~~
- b. ~~If, after meeting with the mediation participants, the UM has reason to believe there is a reasonable chance that mMediation efforts are likely to may produce a resolution of the grievable conflict dispute, the mMediation participants and the UM shall enter into a Mediation Period of up to twenty (20) working days mediation period with the UM to attempt to resolve the grievable conflict dispute. If the mMediation pPeriod does not produce reaches its twenty (20) working day limit without producing a resolution of a grievable conflict the dispute, the Mediation participants may mutually agree to extend the Mediation Period by an additional ten (10) working days if they believe that this is likely to produce a resolution of the dispute. However, after the initial twenty (20) working days, either party may choose to terminate the Mediation Process and refuse any extensions of it. Covered Member shall be entitled to file a grievance complaint within five (5) working days after the expiration of the twenty (20) working day mediation period, except that the mediation participants may mutually agree to extend the five (5) day filing deadline an additional ten (10) working days if they or the UM believes such action is likely to produce a resolution of the grievable conflict.~~
- c. ~~If the UM believes decides that mMediation efforts are unlikely to produce a meaningful resolution of the grievable conflict not productive, or then the UM may choose to terminate the Mediation Period at any time.~~

- d. If the Mediation Period expires or is terminated by any party as described above, the UM shall immediately notify both the UGO and all mMediation participants of this determination situation. The Covered Member shall be entitled to file a grievance complaint no later than then have five (5) working days after the date the UM provides such notice to initiate the formal Grievance process regarding any Grievable Action.
- de. The UM may continue to work with the mMediation participants even after a formal Grievance complaint is filed under Section K initiated. However, tThe UM's mMediation efforts must, however, cease at the time the Grievance Committee commences a hearing to consider the grievance complaint before the beginning of a Grievance Hearing.
- ef. Grievable conflicts that are not referred for mediation within twenty (20) working days (see Section K.4) or grievance complaints not filed If the formal Grievance process is not initiated within the five (5) working days limit described in Section K.8.c. or if a claim of a Grievable Action is not referred to the UGO within the twenty (20) working day limit described in Section K.5, then the Grievable Action is (see Section K.5.a and b) are not eligible to be heard by a Hearing Committee under Section K's the Grievance pProcedures of Section K.10.

K.2—Summary of Mediation Process

The persons responsible for conducting mediation under this section will be referred to as "University Mediators" (hereinafter referred to as "UMs"). The UMs will be responsible for mediating grievable conflicts involving academic faculty members, administrative professionals, and administrators. There will be a pool of UMs. The assigning of UMs is set forth in Section K.14. Upon such assignment, the UM shall meet with the mediation participants. If, after meeting with the mediation participants, the UM reasonably believes mediation efforts may result in a resolution of the grievable conflict, the mediation participants shall enter into a mediation period with the UM to attempt to resolve the grievable conflict.

An administrator's decision which gave rise to a grievable conflict may be altered through the mediation process. Possible outcomes of the mediation process as regards an administrator's decision are:

- a. Acceptance of the decision;
- b. Modification of the decision;
- e. Rescission of the decision;
- d. Proceeding to grievance due to a lack of resolution;
- e. Other outcomes as determined by the mediation participants.

If the mediation process does not produce a resolution of a grievable conflict, or if the UM finds that it is unlikely to do so, the Covered Member shall be entitled to file a grievance complaint.

K.7—Admissibility of Communication with the University Mediators

- g. Documentation and other communication created specifically in connection with the resolution of a grievable conflict dispute shall constitute a be considered to be part of the Covered Member's personnel file.¹ Under pursuant to the Dispute Resolution Act, C.R.S. 13-22-301 et seq., documents and communications that resulted solely from the Mediation process are confidential and shall Accordingly, such communication is intended to be confidential to the full extent permitted by law and not be disclosed and may not be used as evidence during a Grievance Hearing, except by agreement of the Mediation participants or as may otherwise be required by law or by agreement of the mediation participants. When a resolution is reached, documentation and other communication created during the mMediation process shall be forwarded to the UGO, who shall retain the materials. For purposes of admissibility in a grievance hearing, rRecords created by a Covered Member or a Responsible Administrator prior to a Covered Member's initiation of the mMediation process are not considered confidential communications and may be used in a Grievance

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

K.11—Grievance Procedure

The Covered Member is required to participate in the mediation process set forth above prior to initiating a Grievance. If a satisfactory resolution is not achieved through the mediation process, or if the UM determines that mediation will not be successful, the Covered Member may then file a Grievance using the procedure below.

K.11.19 Time and Manner of Initiating a the Grievance Process *(last revised June 17, 2003)*

A formal Grievance must be initiated by submitting a written complaint (hereinafter referred to as the "Complaint") to the Responsible Administrator and the UGO and to the administrator whose Action is being challenged (hereinafter referred to as the "Responsible Administrator") no later than five (5) working days after the expiration of the mediation period or after the decision by the UM that Mediation will not take place, as described in Section K.5.8. If the UM determines that a grievable conflict will not be resolved through mediation, the Covered Member may initiate a Grievance by submitting a written complaint to the Responsible Administrator and the UGO no later than five (5) working days after the UM notifies the Covered Member of such a decision.

The written complaint ("the Complaint") shall:

- a. Identify the nature of the Grievable Action;
- b. Name the parties to the grievable conflict dispute;
- c. Describe how the aAction being ~~complained of~~ challenged is unfair, unreasonable, arbitrary, capricious, or discriminatory;
- d. Identify how the decision or aAction adversely affects the Grievant in his or her present or future academic and/or professional capacity; and
- e. Summarize the evidence material that the Grievant is prepared to submit to support the claim.

Upon receipt of the Complaint from the Grievant, the Responsible Administrator shall prepare a written response (hereinafter referred to as "the "Response") to the Complaint and submit it to the UGO and the Grievant and the UGO no later than five (5) working days after receiving the Complaint. This Response should be limited to addressing the claims and statements made in the Complaint.

K.10 Grievance Procedure

K.11.21 Receipt of Complaint by Hearing Committee/Request for Formal Hearings *(last revised June 17, 2003)*

As described in Section K.11.4, a Hearing Committee shall be formed which consists of five (5) members, one of whom serves as the Chair of the Hearing Committee. The UGO shall forward the Complaint and the Response (see Section K.11.1) to the Hearing Committee (hereinafter referred to as "the Committee").

~~The Committee may, either a~~At the request of a either party, or on its own initiative, the Hearing Committee may:

- a. Instruct the parties to file further written statements: and/or
- b. Direct the parties to produce additional documents relevant to the Complaint, to the extent permitted by law, and to identify possible witnesses and the relevance of these witnesses.

The UGO has the right to question and determine the applicability, reasonableness, and relevance of any material to the Section K process. This right may include the refusal by the UGO to forward the Complaint, the Response, and/or any supporting document(s) to the Hearing Committee until the UGO judges that the documents are in compliance with the requirements of Section K (see Section K.10.4). Failure by either party to bring documents into compliance with Section K requirements by a deadline set by the UGO shall, at the discretion of the UGO, result in either forfeiture by that party of the right to pursue the matter through Section K or the forwarding by the UGO of redacted documents to the Hearing Committee.

If the Covered Member disagrees with such a decision by the UGO, he or she may appeal this decision. Such an appeal must be made in writing to the Chair of the Grievance Panel within three (3) working days of being notified of the decision by the UGO. If such an appeal is submitted, the Chair of the Grievance Panel shall refer the matter to the Chair of the Hearing Committee, who shall make a decision regarding the matter within five (5) working days of the submission of the appeal. The decision of the Chair of the Hearing Committee shall be final.

Since the burden of proof for a Class B Grievance is on the Grievant, the Hearing Committee may decide a Class B Grievance without a hearing if the Hearing Committee determines that the Complaint lacks substantive merit under the criteria specified in Section K.93. The Faculty Member or Administrative Professional Grievant shall have the right to appeal to the Provost a decision rendered by the Hearing Committee without a hearing.

K.140.32 Conduct of Grievance Hearings

Evidentiary rules that are applicable to all hearings are given in Section K.11. The rules and procedure outlined below shall apply in all any formal Grievance Hearings conducted by a Hearing Committee.

- a. The hearings of a Grievance shall begin no later than ten (10) working days following the receipt of the Complaint from the Grievant's request for a formal hearing. However, Each party has the right to request a delay of no more than ten (10) working days upon showing a necessity to allow the proper development of the evidence and arguments, and the UGO shall have the authority to delay hearings in order to facilitate the joining of eComplaints as provided for in Section K.84.1. Grievance hearings are closed to the public.
- b. Parties Each party to the Grievance shall have the right to legal and/or peer-counsel (see Section K.12.d) be permitted to have a maximum of two (2) advisors present, consisting of peer advisors and/or legal counsel. These advisors may help the party prepare for the proceedings, including the preparation of any required written documentation, and may advise the party during the proceedings, but no advisor may participate actively in the proceedings. Advisors may not make statements, objections or attempt to argue the case (however, if an advisor is called as a witness, he or she is allowed to participate in this capacity). The only persons who have standing to speak at the Hearing are the members of the Hearing Committee, the UGO, the parties to the Grievance, and any witnesses called. Each party Parties shall identify their counsel his or her advisors at the initiation opening of the proceedings under this Section K Hearing and neither party shall not have the right to delay their proceedings the Hearing because of the a lack of counsel or unavailability of advisors, except when if an emergency occurs.
- c. Once initiated, the hearings shall continue on a daily or nightly basis, depending on the convenience of the parties, and, in all cases, the Hearing shall be concluded within ten (10) working days of its opening.

- d. Parties to a Grievance have the responsibility to attend all scheduled meetings of the HHearings. No substitutes for the parties shall be allowed. If a party is unable or unwilling to attend any scheduled meeting of the HHearing, the proceedings meeting may be held ex parte.
- e. If it is deemed appropriate by a majority of the members of the Hearing Committee, a person may participate in the Hearing from a different physical location (e.g., by video conference or teleconference). However, the questioning of witnesses must occur in a real-time, spontaneous format, unless a majority of the Hearing Committee concurs that this is not feasible. Any request to appear or participate in the hearing from a different physical location must be made in writing and must be submitted to the Hearing Committee at least five (5) days before the Hearing.
- ef. Parties to Grievances and counsel advisors for such parties are responsible for abiding by the procedures herein established. Those parties failing to adhere to the procedures, or failing to assure that their counsel advisors adhere to the procedures, may be excluded from participation in the HHearings by a majority vote of the Hearing Committee, and ~~shall have~~ judgment shall be rendered without the presence of those parties.
- fg. The Chair of the Hearing Committee chairperson (see Section K.151.4) shall open the HHearing by determining that the all parties are present and by identifying the legal and/or peer counsel advisors chosen by the parties each party. Such advisors or counsels are free to fully advise respective clients throughout the proceedings, to assist in formulating any required written documentation, and to help prepare for any oral presentation but may not actively participate in the proceedings such as making objections or attempting to argue the case. Only the committee members, UGO, parties to the Grievance, and witnesses called shall have standing to speak.
- gh. The Chair of the Hearing Committee chairperson shall provide the ~~opportunity to all~~ each members of the Hearing Committee the opportunity to excuse themselves himself or herself from service prior to a the HHearing ~~on grounds because of such intimate having an involvement in or with the original decision one or both of the parties (one or both) as to be and/or with the Action being challenged that renders him or her incapable of rendering an impartial judgment concerning the alleged Grievance.~~
- hi. The Chair of the Hearing Committee chairperson shall provide each party the opportunity to ~~both parties to challenge for cause members of the Hearing Committee sitting to hear the Grievance.~~
 - 1. A cChallenge for cause shall be defined to mean a showing must be based on a claim that the challenged member of the Hearing Committee, either through involvement with the original decision or involvement with one or both of the parties (one or both) and/or with the Action being challenged, may be incapable of rendering an impartial ~~decision~~ judgment regarding the Grievance.
 - 2. The Hearing Committee chairperson UGO, with appropriate legal advice (see Section K.12.5), shall have the authority to decide all such challenges ~~other than those involving the chairperson. Such latter decisions shall be made by the UGO. Members successfully challenged shall be excused from hearing the Grievance the Hearing Committee and replaced as described in Section K.11.4. The UGO may excuse a member of the Hearing Committee even though actual cause cannot be proven.~~

3. ~~If, because of challenge or excuse, a member of a Hearing Committee is unable to sit the next succeeding Grievance Panel member in the rotation order shall sit to hear the Grievance.~~

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

K.140.43 Order of Proceedings for Grievance Hearings

~~The sequence during the hearings shall vary in accordance with the allocation of the burden of proof. In all instances, the party having the burden of proof shall have the right and responsibility to speak first. Subject to the restrictions of Section K.140.32.c above, the following persons are entitled to be present during the hHearings:~~

- a. ~~The parties and their advisors and representatives (see Section K.12.d);~~
- b. ~~The UGO, the Hearing Committee members, and their legal counsel;~~
- c. ~~Witnesses when testifying; and~~
- d. ~~Such other persons as are specifically authorized by a majority vote of the Hearing Committee, unless their presence is objected to by either party and the objection is sustained by the UGO.~~

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

- a. ~~Statement by the party having the burden of proof (hereinafter referred to as the "First Party").~~
- b. ~~Statement by the other party (hereinafter referred to as the "Second Party").~~
- c. ~~Presentation of evidence, either through direct testimony or in authenticated documentary form, by the First Pparty carrying the burden of proof of witnesses and materials, subject to the restrictions of (see Section K.140.64 for Evidentiary Rules). The First Party shall have the right to call the Second Party as a witness. The opposing Second Pparty shall have the right to challenge the relevancy and/or authenticity of witness testimony and written evidence submitted materials, or to impugn the authenticity of the testimony or evidence presented, and to cross-examine question the parties and all each witnesses called by the First Party following their original testimony and questioning after that witness has been questioned by the First Pparty calling them. All dDecisions on such challenges shall be rendered by the Chair of the Hearing Committee chairperson. Challenges of procedural decisions rendered by the chairperson Chair of the Hearing Committee shall be decided by a majority vote of the remaining members of the Hearing Committee, with all tie votes sustaining the eChairperson.~~
- d. ~~Presentation of evidence, as described immediately above, by the opposing Second Pparty with the same rights and arrangements as outlined immediately above for both parties of witnesses and materials, subject to the restrictions of Section K.10.4. The Second Party shall have the right to call the First Party as a witness. The First Party shall have the right to challenge the relevancy and/or authenticity of witness testimony and submitted materials and to question each witness called by the Second Party after that witness has been questioned by the Second Party. Challenges shall be decided as described in the previous paragraph. The members of the Hearing Committee shall also have the right to question each witness called by the Second Party after that witness has been questioned by the First Party..~~

- e. If either party claims to have been denied access to relevant University records and/or documents, the Hearing Committee may consider this claim in making its final recommendation (see Section K.10.5).
- ef. Members of the Hearing Committee sitting to hear the Grievance shall have the right to direct questions to witnesses called or to the parties during the presentation of evidence these proceedings.
- fg. Summary arguments by the First Party having the burden of proof, followed by summary arguments of the opposing party.
- h. Summary arguments by the Second Party.
- gi. The members of the Hearing Committee shall have the authority to direct any further questions to either or both parties following both argument and summary arguments, to schedule further hearings additional meetings of the Hearing to develop points not yet clarified sufficiently, and/or to call additional witnesses requested by the Hearing Committee if the Committee feels the need to do so. A decision to require further schedule additional meetings of the Hhearings shall be made by the requires a majority vote of the Hearing Committee, and such a decision shall be announced by the Chair of the Hearing Committee chairperson to the both parties. Both parties shall also be informed of any with instructions as to the points of evidence or argument that the Hearing Committee feels requiring further clarification and the names of any additional witnesses to be called by the Hearing Committee.

K.110.64 Evidentiary Rules for Grievance Hearings Rules Regarding Witness Testimony and Submitted Material

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

- a. It shall be the responsibility of the party seeking to introduce the evidence call a witness or submit material to demonstrate to the satisfaction of the Chair of the Hearing Committee chairperson the pertinency, legitimaey, authenticity and relevance of the evidence presented witness or material.
- b. Witnesses called to testify shall have direct and personal knowledge of the points attested to and shall be subject to may be challenged on the ground that they lack such knowledge. Parties seeking to introduce the testimony of A party calling a witnesses shall first establish the eredibility (access to pertinent evidence) and the relevancye of the testimony of the witnesses.
- c. Written evidence Material introduced by either party shall be accompanied by a showing of authenticity and relevance to the Grievance. Decisions, recommendations, and actions that occur prior to the Grievable Action may be relevant to the Grievable Action if they establish a pattern of action over time.
- d. During a witness' testimony, eEither party also may object during the questioning or cross-questioning of witnesses to the relevancy of the line of questioning pursued. In such an event, the questioner shall show the relevance of the questioning to the Grievance to the satisfaction of the Committee chairperson. All hearings shall be recorded and upon request either party shall have the right to a copy of the record may object to such testimony on the grounds that the witness lacks personal knowledge for such testimony or that such testimony is not relevant to the Grievance. The party making the objection shall state the reason(s) for the objection, and the other party shall have the opportunity to respond to the objection. The Chair of the Hearing Committee shall rule on the objection.

e. ~~Communications and documents prepared and produced solely for carrying out the Mediation process shall not be admissible at the Hearing.~~

fe. ~~The UMO, for assigned to a specific case, cannot may neither attend the Hearing nor be called as a witness in a grievance hearing for that case.~~

K.140.5 Recommendation of the Hearing Committee Decision

a. Following the ~~completion of the h~~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 ~~not substitute its judgment on the substantive merits of the decision which is the basis of the Grievance but will review the decision pertinent information and the Action of the Responsible Administrator which is the basis for the Grievance~~ solely to determine whether ~~the this a~~Action is unfair, unreasonable, arbitrary, capricious, or discriminatory, ~~but not to substitute its judgment regarding the substantive merits of the decision which is the basis for the Grievance.~~ If the Hearing Committee concludes that there was a procedural deficiency which materially inhibited the review process, it may specify the nature of ~~such defects this deficiency~~ and refer the matter back to the appropriate administrator for correction and subsequent return to the Hearing Committee.

b. When the Hearing Committee has agreed on a recommendation (hereinafter referred to as the "Recommendation") by a majority ~~decision has been attained vote, the Committee chairperson shall have the responsibility to oversee the formulation of a written statement of the decision Recommendation shall be prepared that summarizes the relevant evidence information and explains the reasoning that supports the decision Recommendation. It also shall state specifically any action necessitated by the decision Recommendation and identify any proposed relief to be provided. Normally, the Chair of the Hearing Committee shall oversee the preparation of this written statement of the Recommendation. However, if Should the Chair of the Hearing Committee chairperson not concur in opposes the majority decision vote, the members of the majority shall choose from among their number themselves a person to oversee the formulation preparation of the written statement of the decision Recommendation. This person shall also represent the Hearing Committee, if necessary, during reviews and appeals.~~

c. If the Recommendation from the Hearing Committee is not unanimous, the dissenting minority shall prepare a written statement reflecting the minority opinion.

ed. ~~In all cases, t~~The written decision Recommendation from the Hearing Committee, together with any minority report, shall be rendered submitted to the UGO by the Chair of the Hearing Committee within ten (10) working days of the adjournment for discussion and conference completion of the Hearing. Dissenting opinions, if any, shall follow the same guidelines and shall be rendered within the same time limits. The Committee chairperson shall transmit the written decision(s) of the Committee to the UGO.

de. The UGO shall notify both parties when a decision has been reached. Within two (2) working days after notice of a receiving the decision has been given Recommendation from the Hearing Committee, the UGO shall announce the decision this Recommendation to both parties; and provide wWritten copies of the decision Recommendation, together with any minority report, or decisions shall be provided to the both parties and to the administrator next in line for administrative review. Within this same time frame, the UGO shall provide written copies of the Recommendation, any minority report, the Complaint, the Response, the record of the Hearing, and any written material submitted during the Hearing (hereinafter referred to collectively as the "Hearing Record") to

both the Provost and the President, unless the President is a party to the Grievance, in which case, the UGO shall instead send these copies to the Board.

- e. Upon request, any party to the conflict is entitled at no cost to a copy of all written or documentary evidence introduced at the hearing.

K.140.76 Appeals and Administrative Reviews *(last revised May 5, 2005)*

Decisions of A Recommendation from the Hearing Committee adverse the Grievant are that no action be taken as a result of the Grievance is final, unless the Grievant chooses to appeal the committee decision this Recommendation (see Section K.10.6.1). All other Any decisions of Recommendation from the Hearing Committee that action be taken as a result of the Grievance must be reviewed by both the Provost and President before they it becomes final, unless the Provost or the President is a party to the Grievance. If the Provost is a party to the Grievance, but the President is not, the review shall be made only by the President. If the President is a party to the Grievance, the review shall be made only by the Board.

K.10.6.1 Appeal of the Recommendation From the Hearing Committee

Whether or not the Recommendation from the Hearing Committee suggests that action be taken as a result of the Grievance, the Grievant has the right to appeal this Recommendation. This appeal must be made within five (5) working days of receipt of the written Recommendation from the Hearing Committee, and it must provide reasons for the appeal. Failure of the Grievant to file an appeal within this time frame shall constitute his or her acceptance of the Recommendation from the Hearing Committee. This appeal shall be submitted to the Provost, unless the Provost or the President is a party to the Grievance. If the Provost is a party to the Grievance, but the President is not, the appeal shall be submitted to the President. If the President is a party to the Grievance, the appeal shall be submitted to the Board.

K.140.76.12 Review by the Provost Review *(last revised January 27, 2006)*

If neither the Provost nor the President is a party to the Grievance, the Provost shall consider review the recommendations Hearing Record and any appeal from the Grievant (hereinafter referred to collectively as the "Appeal Record"), unless the Recommendation suggests that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. This review shall be based concerning a Grievance only on the basis of the written record accumulated to that point, together with an appeal, if any, by the Grievant. An appeal by the Grievant must be submitted to the Provost within five (5) working days after receipt of the written decision of the Hearing Committee and must provide reasons for the appeal. Failure of the Grievant to file an appeal within this time frame shall constitute acceptance of the Hearing Committee decision Appeal Record. No party may introduce new substantive issues. The Provost shall overturn a decision modify the Recommendation from the Hearing Committee only if there is a finding he or she finds that the decision from the Hearing Committee was this Recommendation is unfair, unreasonable, arbitrary, capricious, or discriminatory.

Within ten (10) working days of receiving an appeal from the Grievant or a Hearing Committee decision that was not appealed the expiration of the five (5) working day limit for submitting an appeal, the Provost shall respond by providing to all parties to the Grievance and to the UGO a written statement of the decision rendered with his or her recommendation, which shall include a summary of the relevant evidence information and the reasoning that sustains the decision supports this recommendation. A copy of this recommendation shall also be provided to the President, along with a copy of any appeal to the Provost from the Grievant.

K.10.6.3 Appeal of the Recommendation From the Provost

If the Provost modifies the Recommendation from the Hearing Committee, 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 two (2) pages with normal font size. Failure of the Grievant to file an appeal within this time frame shall constitute his or her acceptance of the recommendation from the Provost.

K.110.76.24 Review by the Presidential Action *(last revised May 5, 2005)*

The President If the President is not a party to the Grievance, he or she shall consider review the rRecommendations of from the Hearing Committee, together with any minority report, and the recommendation from the Provost (unless the latter Provost was a party to the Grievance), and any appeals by from the Grievant. An appeal by the Grievant must be submitted to the President within five (5) working days after receipt of the written statement from the Provost (or the written decision of the Hearing Committee if the Provost was a party to the Grievance) and must provide reasons for the appeal. Failure of the Grievant to file an appeal within this time frame shall constitute acceptance of the decision of the Provost (or the decision of the Hearing Committee if the Provost was a party to the Grievance). Appeals to the President shall include a written summary of the basis for the appeal, not to exceed two (2) pages, and include copies of the Complaint, the original decision upon which the Grievance was based, the decision of the Hearing Committee, and all administrative decisions made with respect to the decision of the Hearing Committee. The UGO shall assist the Grievant in obtaining any such documentation, if necessary. This review shall be based only on the Appeal Record, the Provost's recommendation and any appeal by the Grievant. No party may introduce new substantive issues. Regardless of the recommendation from the Provost, the President shall modify the Recommendation from the Hearing Committee only if he or she finds that this Recommendation is unfair, unreasonable, arbitrary, capricious, or discriminatory.

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 President shall respond by providing to all parties to the Grievance, the UGO, and the Provost a written statement of his or her decision, which shall include a summary of the relevant information and the reasoning that supports this decision. The decision of the President is final.

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

Appropriate action by the President refers to the President's decision to accept or reject the decision of the Provost (or Grievance Hearing Committee if the Provost was a party to the Grievance).

- a. A decision to accept a Hearing Committee decision in favor of a grievant shall require that the President issue the appropriate instructions through the administrative chain leading to the administrator with whom the grievance initially was filed to make the appropriate redress of the grievance.
- b. A decision to reject the Hearing Committee's decision shall be based upon a determination that the decision was unfair, unreasonable, arbitrary, capricious, or discriminatory. The President shall issue a written statement

of the decision, complete with a recounting or summary of the pertinent evidence, a recitation of the relevant policy or policies, and an explanation of the reasoning behind the refusal to accept the Hearing Committee decision. To provide redress in cases where the Presidential decision favors the Grievant, the President shall issue the appropriate instructions through the administrative chain leading to the administrator with whom the grievance initially was filed.

e. A decision to accept the Hearing Committee's decision against the Grievant shall require a statement to that effect, with or without further elaboration.

The President shall issue a decision to all parties and the UGO within twenty (20) working days after receipt of all relevant material. The decision of the President is final.

K.110.76.35 Appeals to Review by the Board *(last revised May 5, 2005)*

If the President was a party to the Grievance, the Grievant may appeal the decision of the Hearing Committee to the Board. The Board shall review the Recommendation from the Hearing Committee, together with any minority report and any appeal from the Grievant, unless the Recommendation suggests that no action be taken as a result of the Grievance and no appeal was submitted by the Grievant within the five (5) working day limit. An appeal to the Board must be made in accordance with its Grievance Review Policy ("Review Policy"). Such policies are attached as Approved Policy XI-14 to the Board of Governors/Colorado State University System Manual of Policies and Procedures. Copies of this Policy may be obtained either from the UGO or the Secretary or Assistant Secretary of the Board. The Review Policy describes the scheduling of Board review requirements for submission of written statements, including a statement by the Grievant that must be filed thirty (30) days prior to the scheduled review proceeding, and the process by which the Board conducts its review and makes its decisions. Reference must be made to the Review Policy in its entirety for a complete understanding of the Board's requirements for review of Grievances. The decision of the Board is final. If the decision of the Board includes taking action as a result of the Grievance, this may involve special Board action and/or instruction regarding action to be taken by administrators.

The Board may adopt its own rules and procedures for considering grievance appeals. Board decisions in favor of the Grievant shall include an appropriate remedy for the Grievance, whether through special Board action or in the form of instruction for appropriate administrative relief. Decisions by the Board, whether to approve or disapprove recommendations by the Hearing Committee or to sustain or reject appeals made by Grievant, are final.

K.151 Grievance Panel and Hearing Committees

K.151.1 Grievance Panel

The Grievance Panel shall be a pool of eligible Hearing Committee members consisting of twenty-one (21) tenured academic faculty members, with at least one (1) from each college and the University Libraries, and twenty-one (21) administrative professionals, representing at least four (4) administrative areas. Administrative professionals shall have had at least five (5) years employment at half-time (0.5) or greater at Colorado State University. No person having administrative duties, as described in Section K.121.a2, shall be qualified to serve on the Grievance Panel. The UGO and Hearing Committee shall be advised by a representative from the Office of the University General Counsel or the State Department of Law (Office of the Attorney General). The Grievance Panel shall operate under a set of bylaws that describes the operating procedures of the Grievance Panel and Hearing Committees. These bylaws shall be prepared by the

Grievance Panel, ~~or a subcommittee thereof~~, in consultation with the UGO, ~~or subcommittee thereof~~, and ~~they~~ shall be reviewed annually and modified as appropriate. The Grievance Panel shall elect ~~an ad hoc chairperson for each meeting~~ a chairperson who can call and conduct meetings of the Grievance Panel. The UGO shall be an ex officio and non-voting member of the Grievance Panel during its meetings.

K.12 Description of Terms *(last revised June 22, 2006)*

aK.11.2 Administrative Duties

With respect to qualification to serve on the Grievance Panel, administrative duty or duties refers to the service of those ~~members of the academic faculty persons~~ acting as the administrators responsible for the various administrative units, departments, colleges, and the University, and responsible for budgets and supervising and evaluating personnel other than state classified personnel. The term shall cover persons having the title "Assistant Dean" or "Associate" Dean. However, service by ~~members of the academic faculty persons~~ as chairs of faculty committees, as the administrators responsible for the various interdisciplinary programs existing on or off campus, or as Principal Investigators on contracts and grants shall not be considered to be administrative duties.

b. Burden of Proof

Refers to the responsibility of one (1) or the other of the parties to a Grievance to show that the allegations made in pursuance of or in defense against a formally filed Grievance are more likely than not to be accurate.

c. Decision

A decision is not final until it has been approved officially. The Board has delegated the authority for official approval of most personnel matters to the President, and the President has further delegated the authority to approve appointments to the Provost and vice-presidents for the administrative units under their authority. For purposes of Section K, a decision includes recommendations made by an administrator which affect the employment status, including terms or conditions of employment, of an academic faculty member.

d. Right to Counsel

Parties to Grievances may seek the aid and assistance of counsel, either legal and/or peer, but no party shall have more than two (2) counselors present during any of the discussions, hearings, or proceedings. Legal counsel refers to those counselors selected by the parties who are licensed to practice law, whether members of the academic faculty or not. Peer counsel refers to those counselors selected by the parties who are not licensed to practice law. Counselors shall not have standing to speak or to present written briefs.

e. Working Day

Any day of normal University operations during the employment year (academic or fiscal) of the Grievant. It is based upon the five (5) day, Monday through Friday week, except all official University holidays.

K.151.23 Election of Grievance Panel Members

Academic ~~ff~~ Faculty members shall be nominated by the Faculty Council Committee on Faculty Governance, who shall provide a full slate of nominees for election by the Faculty Council. Administrative professionals shall be elected by the Administrative Professional Council. Nominations for candidates shall be opened on February 15, annually, and election shall be held in April. Election shall be for a three (3) year term starting Those elected taking office on the first (1st) day of ~~ff~~ Fall semester, with the terms staggered so that approximately one-

third (1/3) of the faculty members and one-third (1/3) of the administrative professionals have their terms expire each year. Grievance Panel members who have served two (2) consecutive terms shall be ineligible for re-election for a period of two (2) years.

K.15.3 Service on the Grievance Panel and Filling of Vacancies

Service on the Grievance Panel shall be for a three (3) year term, the staggering of terms having been established by lot when the Panel began. Panel members who have served two (2) consecutive terms shall be ineligible for reappointment for a period of two (2) years. When vacancies occur a vacancy occurs on the Grievance Panel, the Faculty Council Committee on Faculty Governance or the Administrative Professional Council shall fill the vacancy, according to the constituency of the vacant member; it shall be filled by appointment, unless the vacancy occurs within one (1) month before the next regular election, in which case, the unexpired term shall then be filled at the next regular election. An appointment of a faculty member shall be made by the Faculty Council Committee on Faculty Governance, and an appointment of an administrative professional shall be made by the Administrative Professional Council.

K.15.4 Organization and Functioning Formation of Hearing Committees

The UGO shall establish a rotation schedule for the members of the Grievance Panel to serve on Hearing Committees, which shall consist of five (5) persons. All members of Hearing Committees shall consist of five (5) members having the same appointment classification (faculty member or administrative professional or academic faculty) as the Grievant. Each Hearing Committee scheduled to hear a Grievance shall select from its membership a chairperson, who shall be a voting member of the Hearing Committee, preside over the hearing, maintain orderly procedures, and supervise the preparation of the written decision concerning Recommendation regarding the Grievance. When the chairperson shall be in the minority in a divided vote, the person who supervises the preparation of the written decision shall serve as the spokesperson for the Hearing Committee in the event of rejection or appeal of the decision rendered.

If, because of absences or successful challenges, the five members required for a member of the Hearing Committee functioning cannot be attained or maintained excuses himself or herself as described in Section K.10.2.g or is excused by the UGO due to a challenge for cause, he or she shall be replaced on the Hearing Committee by the next succeeding persons of the same appointment classification in the rotation order shall sit to hear the Grievance. If the chairperson of the Hearing Committee is replaced in this manner shall be challenged and excused, the new members sitting to hear the Grievance of the Hearing Committee shall select another a new Chair from among their number themselves. In the event that it is impossible to establish a full Hearing Committee from the remaining membership of the Grievance Panel, each of the parties in the Grievance shall nominate two (2) persons each for every each vacant position, and the UGO shall name the replacements from among those names submitted by the parties nominees, subject to further challenge for cause as provided in Section K.140.32.h.

K.12 University Grievance Officer

K.142.1 Selection, Qualifications, and Term of the University Grievance Officer *(last revised August 12, 2009)*

A In October of the third year of the UGO's term of office, the chair of the Grievance Panel shall appoint a subcommittee of the Grievance Panel to provide nominations for a UGO to serve the next three-year term. In November, this subcommittee shall solicit nominations for the UGO in November of the third year of the UGO's term of office, and, in January, it shall recommend two (2) or three (3)

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

The UGO shall be a tenured, full-time member of the academic faculty with at least the rank of associate professor and shall have no administrative duties (see Section K.121.a2) throughout the term of service. The term of office shall be three (3) consecutive one (1) year appointments. There is no limit to the number of terms a UGO may serve. The UGO shall be evaluated annually. In ~~November~~ February, the Executive Committee of Faculty Council and the Executive Committee of the Administrative Professional Council shall each send a written performance evaluation to the Provost. ~~Based on these two (2) evaluations, the~~ Provost shall prepare the official evaluation of the UGO and submit it to the President preceding each reappointment. If the position of UGO becomes vacant before expiration of the term, the Grievance Panel shall recommend an interim appointment to the President, through the Provost, to serve until a confirmed UGO, selected the following February, takes office on July 1.

K.142.2 Oversight of the University Grievance Officer

The UGO shall be responsible to the Grievance Panel (see Section K.151.1), which shall be authorized to adopt procedural guidelines necessary to implement provisions of Section K, as well as to assure that the UGO meets his or her responsibilities under Section K.142.

K.142.3 Service of the University Grievance Officer

The UGO shall be appointed part-time, depending upon the work load. The appointment fraction and associated funds shall be negotiated at least annually among the UGO, the Provost, and the UGO's department head and may be reviewed as necessary during the year. Adequate secretarial and expense support shall be provided by the Office of the Provost.

K.142.4 Duties of the University Grievance Officer

The UGO shall be responsible for:

- a. Maintaining a record of actions taken ~~with as part of the Grievance process~~ processes in Section K and Section E.15.
- b. Coordinating and facilitating the activities of the Grievance Panel by maintaining the records of the Panel, scheduling all meetings of the Panel for informational and organizational purposes, scheduling meetings of its Hearing Committees, calling individuals to appear before the Hearing Committees, and establishing the rotation order for service by the members of the Panel on Hearing Committees.
- c. ~~Overseeing the grievance procedures, review processes, and mediation system hereby established to insure its effectiveness and to prepare processes of Section K and Section E.15 and preparing reports to the Grievance Panel, including recommendations for improving the system these processes.~~
- d. Assuring that ~~academic~~ faculty members and administrative professionals are familiar with the provisions, components, purposes, and procedures of the

Grievance Procedures, review processes, and mediation system processes of Section K and Section E.15.

- e. Making recommendations to the Hearing Committees regarding guidelines for the operation of these cCommittees to operate under pursuant to Section K and Section E.15.
- f. 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.140.
- g. Facilitating the conduct of Hearings and decision pursuant to Section K and Section E.15.
- h. Preparing an annual report, in consultation with the Chair of the Grievance Panel, each June for the Faculty Council and Administrative Professional Council, which summarizes activities and recommendations during the previous year.
- i. Maintaining and updating the list of UM's.
- j. Appointing appropriate UM's to mediate grievable conflicts disputes involving academic faculty members, administrative professionals, and/or administrators.

K.12.5 Legal Advice

At any time, the UGO may seek legal advice from the Office of General Counsel for the University. If the UGO determines that it is appropriate to seek legal advice from outside the Office of the General Counsel for the University, he or she may request that the Office of the General Counsel engage the services of an attorney from the Colorado Attorney General's Office to give legal advice to the UGO. If the UGO determines that it is necessary to seek legal advice from an attorney who is outside of the Office of the General Counsel and the Colorado Attorney General's Office, the UGO may make such a request to the Office of the General Counsel. Any such engagement must be approved by the Colorado Attorney General's Office. A denial by the Colorado Attorney General's Office of such a request is not grievable.

K.142.56 Temporary Special University Grievance Officer

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

K.13 University Mediators

K.13.1 Qualifications of University Mediators *(last revised August 12, 2009)*

The individuals nominated and recommended as UM's shall be presently employed or retired academic faculty members or administrative professionals who have the skills, credibility and commitment that would enable them to discharge their duties effectively as UM's. Currently employed individuals shall obtain prior approval from their department head/supervisor. The UGO is not eligible to serve as a UM.

K.13.1.1 Qualifications of University Mediators for Academic Faculty *(last revised August 12, 2009)*

Each UM for academic faculty members shall be a tenured, full-time faculty member of the academic faculty with at least the rank of associate professor or a faculty member with a transitional or emeritus/emerita appointment who previously held such a rank. He or she shall have no

administrative duties (see Section K.12.1.a2) throughout the term of service.

K.13.1.2 Qualifications of University Mediators for Administrative Professionals *(last revised August 12, 2009)*

Each UM for administrative professionals shall be employed at least half-time (0.5) as an administrative professional at Colorado State University or, if retired, shall have been employed by the University at least half-time (0.5) as an administrative professional.

K.13.2 Selection and Terms of University Mediators for Academic Faculty *(last revised August 12, 2009)*

The Chair of Faculty Council and the Provost shall solicit nominations for UM's from the academic faculty members prior to the end of each academic year. In consultation with the Faculty Council Executive Committee, the Council of Deans, and any other appropriate groups, the Chair of Faculty Council and the Provost shall jointly forward recommendations to the President. The President shall appoint at least two (2) academic faculty UM's for the upcoming year. The UM's for academic faculty members ~~normally~~ shall take office on July 1 following their appointment by the President.

As appropriate, individuals appointed as academic faculty UM's may have their effort distributions adjusted, as negotiated with their immediate supervisor, to reflect their involvement in the ~~m~~Mediation process; or they may receive release time from their academic obligations, or compensation, as determined by the Provost, if ~~m~~Mediation is required beyond their appointment periods or if they are retired.

The term of office for a UM shall be three (3) consecutive one (1) year appointments on an at-will basis. There is no limit to the number of terms a UM may serve. Each UM shall be evaluated annually. In February, the Executive Committee of Faculty Council shall send a written performance evaluation to the Provost, and the Provost shall then prepare the official evaluation of the UM and submit it to the President preceding each reappointment. ~~If the position becomes vacant before the expiration of the term need arises to appoint an additional UM during the academic year,~~ the Chair of Faculty Council and the Provost shall recommend jointly an interim appointment to the President to serve until a new UM is selected and takes office the next July 1.

K.13.3 Selection and Terms of University Mediators for Administrative Professionals *(last revised August 12, 2009)*

The Chair of the Administrative Professional Council and the Vice President for ~~Administrative Services~~ University Operations shall solicit nominations for UM's for administrative professionals prior to the end of each academic year. In consultation with the Administrative Professional Council and any other appropriate groups, the Chair of the Administrative Professional Council and the Vice President for ~~Administrative Services~~ University Operations shall jointly forward recommendations to the President. The President shall appoint at least two (2) administrative professional UM's for the upcoming year. The UM's for administrative professionals shall take office on July 1 following their appointment by the President.

As appropriate, individuals appointed as administrative professional UM's may have their effort distributions adjusted by their immediate supervisor to reflect their involvement in the ~~m~~Mediation process or, in the case of retired administrative professionals, shall receive adequate compensation, as determined by the Vice President for ~~Administrative Services~~ University Operations.

The term of office shall be three (3) consecutive one (1) year appointments on an at-will basis. There is no limit to the number of terms a UM may serve. Each UM shall

be evaluated annually. In February, the Executive Committee of the Administrative Professional Council shall send a written performance evaluation to the Vice President for University Operations, and the Vice President for University Operations shall then prepare the official evaluation of the UM and submit it to the President preceding each reappointment. If the position becomes vacant before the expiration of the term need arises to appoint an additional UM during the academic year, the Chair of the Administrative Professional Council and the Vice President for Administrative Services University Operations shall jointly recommend an interim appointment to the President to serve until a new UM is selected and takes office the next July 1.

K.13.4 Training of University Mediators' Training

The UM's must attend periodic mediation training sessions to be eligible to participate in the University's mediation process. Training sessions shall be arranged by the Provost and the Vice President for Administrative Services University Operations and be held by experienced mediation professionals, as determined by the Provost and the Vice President for Administrative Services University Operations.

K.13.5 University Mediators' Risk Management and Governmental Immunity Provisions for University Mediators

The UM's may be covered by the State's risk management and governmental immunity provisions. Such determinations are made by Risk Management and the General Counsel on a case-by-case basis.

K.174 Timing Limitations Key Time Limits Within the Mediation System and the Grievance Review Processes

K.17 Timing Limitations Within the Mediation System and the Grievance Review Process

Action	Maximum Working Days
a. Original Decision or Action	20
Announced/Discovered	Covered Member makes written request to the UGO for mediation
b. Appointment of UM	5
c. Objections to UM Appointment	5
d. Decision to Mediate	10
	UM must decide and provide notice to participants whether mediation efforts likely to produce resolution of grievable conflict
e. Mediation Period	20
f. Filing of Grievance Complaint	5
	To be filed after mediation period or after notice that no mediation will occur
g. Conference with Administrator	3
h. Written response by Administrator	5
i. File appeal to Hearing Committee	10
j. Establish Hearing Panel	10
	UGO reviews and sets hearing on request and selects Hearing Committee
k. Hearing	10
l. Decision of Hearing Committee	10
m. Administrative Review	
Provost	10
President	20
Board	

K.14 Key Time Limits Within the Mediation and Grievance Processes

Action	Maximum Number of working days
(a) Action discovered	
(b) Submission of written claim to UGO	20 days after (a)
(c) Appointment of UM	5 days after (b)
(d) Decision by UM whether to attempt mediation	10 days after (c)
(e) Mediation Period	20 days after (d)
(f) Submission of written Grievance Complaint	5 days after (d) and (e)
(g) Written Response from Responsible Administrator	5 days after (f)
(h) Form Hearing Committee and begin Hearing	10 days after (f)
(i) Conclude Hearing	10 days after (h)
(j) Recommendation of Hearing Committee	10 days after (i)
(k) Notification of Recommendation by UGO	2 days after (j)
(l) Appeal of Hearing Committee Recommendation	5 days after (k)
(m) Review by Provost	10 days after (k) and (l)
(n) Appeal of Provost recommendation	5 days after (m)
(o) Review by President	20 days after (n)

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

Rationale: Section K has been reorganized to make it easier to follow, the language has been cleaned up in many places, and the procedures for administrative review and appeals have been made more clear. In addition, the following additions have been made:

1. It is made clear that the UGO oversees the Section E.15 process for the discipline of tenured faculty, as well as the Section K process.
2. It is made clear that past actions may be cited to establish a pattern of action over time.
3. Mediation is made possible in cases where a dispute is not grievable.
4. It is made clear that either party may refuse extensions of the Mediation Process, thus preventing a delay of the formal Grievance Process.
5. Language has been added to allow persons to participate in a Grievance Hearing via video conference or teleconference.
6. Language has been added to allow the Hearing Committee to consider a claim by either party that he or she was denied access to University records or documents.
7. Language has been added to address the situation where the administrator who is the subject of a complaint no longer holds the relevant administrative position.
8. Language has been added to allow appeals of decisions by the UGO regarding whether an action is grievable, how to classify a grievance, and whether material is admissible in a Hearing.
9. Language has been added to allow the UGO to seek outside legal advice independent from that from the University and the State of Colorado.
10. Language has been added to ensure that the UM's receive annual evaluations.