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
DECEMBER 4, 2012

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 - February 5, 2013 - A102 Clark Building - 4:00 p.m.

   Gallagher announced the next regularly scheduled Faculty Council meeting will be held on Tuesday, February 5, 2013 in A102 Clark Building at 4:00 p.m.

B. Nominations for Faculty Council Chair, Vice Chair, and Board of Governors Faculty Representative - Committee on Faculty Governance

   Gallagher announced that nominations for the Faculty Council Officers are open and should be sent to Don Estep, Chair, Committee on Faculty Governance, in care of Diane Maybon, Executive Assistant to Faculty Council. Gallagher noted that Carole Makela’s position as the faculty representative to the Board of Governors is term limited and she is not eligible to run again for that position.

C. Executive Committee Meeting Minutes - October 30, 2012

   Gallagher announced that the above Executive Committee meeting minutes have been posted on the Faculty Council website (see below) for Faculty Council members information.

   (http://facultycouncil.colostate.edu/index.asp?url=links)

D. Editorial Article - November 11, 2012 - “Coloradoan” - Faculty Council Executive Committee

   Gallagher announcement that and editorial article published in the November 11, 2012
MINUTES TO BE APPROVED

A. Faculty Council Meeting Minutes - November 6, 2012

By unanimous consent, the November 6, 2012 Faculty Council Meeting Minutes were approved.

REPORTS TO BE RECEIVED

A. Provost/Executive Vice President

Rick Miranda, Provost/Executive Vice President, presented a report regarding the Colorado Commission on Higher Education (CCHE) Performance Contracts. Miranda reported on the specific metrics that will be used for evaluating Colorado State University (CSU) in the new performance contract with CCHE, which will evaluate progress towards four (4) goals which include:

1. Credential Completion
2. Student Momentum and Success
3. Closing Progress and Attainment Gaps
4. Financial Stewardship

Miranda explained that the following specific indicators were developed in consultation with various committees, including the Faculty Council Committee on Strategic and Financial Planning and Executive Committee. Miranda added that the metrics and indicators were ratified by the Board of Governors (BOG) and the CCHE.

The indicators for the metric “Credential Completion” include:
1. Increase undergraduate credentials awarded by one percentage point per year.
2. Annually increase proportion of undergraduate credentials awarded in “STEM” disciplines.
3. Annually increase graduate degree productivity as measured by the number of graduate credentials awarded compared to the number of graduate student (FTE) enrolled.
4. INSTITUTION DEVELOPED INDICATOR: Annually decrease the median time/credits to graduation for undergraduate resident students.

The indicators for the metric “Student Momentum and Success” include:
1. Annually increase the successful completion (“C” or better) of introductory gtPathways courses in English and Mathematics.
2. Annually increase retention rates across all student levels (e.g. sophomore, junior, senior).
3. INSTITUTION DEVELOPED INDICATOR: Annually increase the
proportion of freshman cohort students who accumulate at least 30 credit hours by the beginning of the third semester.

The indicators for the metric “Closing Progress and Attainment Gaps” include:
1. Annually reduce disparities in graduation rates between resident underserved and resident non-underserved students.
2. Annually reduce disparities in degree completion (graduates per 100 FTE) between resident underserved and resident non-underserved students.
3. Annually increase the proportion of newly enrolled resident student who are from resident underserved populations.
4. Annually increase the proportion of resident underserved students who earn graduate-level degrees.

The indicators for the metric “Financial Stewardship” include:
1. Maintain the institution’s rank relative to peers regarding the number of degrees awarded per $100,000 in total operating (E&G) revenues.
2. INSTITUTION DEVELOPED INDICATOR: Maintain average undergraduate student debt levels (upon graduation) below the national average of public institutions.
3. INSTITUTION DEVELOPED INDICATOR: Annually decrease the proportion of E&G revenues derived from Colorado Resident Tuition.
4. INSTITUTION DEVELOPED INDICATOR: Expand research and engagement efforts with external funding sources that leverage institutional investments to enhance our mission of discovery, yield increased community engagement, and promote life-long learning of the citizens of Colorado.

Miranda explained for the latter, research expenditures and investments made to outreach and extension programs will be monitored (among other activities) to quantify the indicator.

Kari Anderson asked how the non-STEM units would be affected by the metrics that include increasing the proportion of STEM degrees/students, and how non-STEM units would be affected in terms of resource allocation. Miranda reported that he was not concerned that these metrics would result in internal competition for resources.

Antonio Pedros-Gascon asked for clarification of the sources of the E&G (Education and General) budget, which Miranda explained.

Pedros-Gascon and Michael Lundblad asked for and received clarification of several of the metrics and how they would be assessed, including research and productivity.

Miranda’s Report was Received.
B. Faculty Council Chair

Gallagher reported that he recently met with the Committee on Intercollegiate Athletics and noted that he will meet with the Committee on University Programs in the Spring semester.

Gallagher reported that Executive Committee directed the Committee on Strategic and Financial Planning (CoSFP) to continue to monitor activities and provide faculty input related to the on-campus football stadium initiative. Gallagher noted that Executive Committee asked the CoSFP to specifically identify issues regarding faculty concerns with emphasis placed on identifying the impact the stadium initiative may have on the campus. This would include consideration of mitigation plans related to displacement of current structures in the stadium’s proposed footprint. An example would be the location of the current greenhouses. Gallagher noted that other structures, outside the immediate footprint of the proposed stadium, may be affected too in ways that call for additional mitigation plans. Plus, additional issues may arise, not related to physical space, that faculty will want to speak up on as this process moves forward.

Gallagher, on behalf of Audrey Purdue, Associated Students of Colorado State University (ASCSU), Director of Student Health, reported that ASCSU in partnership with the Center for Public Deliberation will host several forums in the Spring semester for students, faculty and staff to attend regarding the possibility of a tobacco/smoke free campus policy. Gallagher added that specific times, dates and locations will be sent out when the information is available.

Gallagher’s Report was Received.

C. Patrick Burns, Vice President for Information Technology and Scott Baily, Director, Academic Computing and Networking Services - “Proposed Outsourcing of Colorado State University Email and Calendars”

Gallagher asked permission to allow this report to be presented now instead of waiting to present it before the discussion item. There were no objections.

Patrick Burns, Vice President for Information Technology and Scott Baily, Director of Academic Computing and Networking Services presented a powerpoint presentation entitled “E-Mail Outsourcing Exploration.” This presentation will be amended to the December 4, 2012 Faculty Council meeting minutes.

Eleanor Moseman asked for clarification regarding storing data. Burns responded that all data will be stored on servers that are physically located within the United States.

Suzanne Lowensohn asked about cost of the service. Burns responded that there would be no cost to CSU. He noted that this is because of efforts by Microsoft to prevent
customers from going to Google.

Dana Hoag asked about advertising appearing on email. Bailey responded that Microsoft has guaranteed no advertising will appear on emails.

Pedros-Gascon asked about email data limits. Burns responded that Microsoft will allow more data to be stored than CSU currently allows. He added that the mailbox quota will be 20 times that of CSU’s current limits.

Nancy Hunter asked about spam filtering, and if Microsoft will be able to provide security and level of spam filtering that CSU currently provides. Burns responded that he believes Microsoft will be better at filtering spam than CSU.

Dan Bush asked about the longevity of the program and what will happen if Microsoft decides to start charging for this service? Burns responded that as long as Google offers the service for free, then Microsoft will. Burns added that even if Microsoft only provides the service for free for five (5) years, CSU will save significant amounts of funds over that five (5) year period for outsourcing to be worth it.

Paul Doherty asked if faculty could still have Google accounts? Bailey responded that if CSU outsources to Microsoft, faculty would still be able to have accounts on Google and Google documents. Bailey added that the disadvantage of using Google is that data are stored on international servers, so risks of data hacking is much greater.

Hoag asked if email is outsourced, why not let individual faculty decide which platform to utilize. Burns replied that a contract with one platform/provider will make it easier to manage CSU accounts.

A question was asked about the potential risks and down sides of outsourcing. Burns responded that there is fear of the unknown, in terms of security risks and would like to see more universities outsourc to Microsoft and assess the success/failures that those universities have with Microsoft.

John Rosecrance asked if the transition would be seamless, and what faculty could expect during the transition from CSU servers to Microsoft/Google. Burns responded that some list serves could possibly be affected in the transition, otherwise the transition should go smoothly.

Burns’ and Baily’s report was received.

CONSENT AGENDA

A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: October 12, 19, 26, and November 2, 2012
Howard Ramsdell, Chair, University Curriculum Committee moved that Faculty Council adopt the Consent Agenda.

Ramsdell motion was adopted.

**ACTION ITEMS**

A. Request for a new B.S. Degree Program - Fermentation Science and Technology - College of Applied Human Sciences - Department of Food Science and Human Nutrition - University Curriculum Committee

Ramsdell, Chair, University Curriculum Committee, moved that the Faculty Council adopt the following:

_A new major in Fermentation Science and Technology (B.S.) be established effective Fall Semester 2013._

Ramsdell explained that according to the Phase II proposal submitted for consideration Colorado State University would be the first university in the Rocky Mountain Region, and one of only three in the United States, to provide an academic program of undergraduate study related to the science of food and beverage fermentation. This program would be designed to prepare students for employment in the rapidly expanding interface of functional food and human health. This program meets the immediate needs of the beer, wine, dairy, soy foods, and baking industries for the next generation of skilled workforce with translational knowledge, skills, attitudes and experience. It also provides an excellent opportunity to expand our reach to all fermentation products such as yogurt, cheese, breads, fermented vegetable products such as sauerkraut and tempeh, processed meats such as sausage, fermented fruits and vegetables for wines, and fermented grain products such as beers and ales. The steady enrollment in the current brewing science and enology courses and the availability of job opportunities in these food and beverage industries are indicators that this program will appeal to many students. The program will be administered by the Department of Food Science and Human Nutrition.

Ramsdell noted that the request was reviewed and approved by the University Curriculum Committee on September 21, 2012.

Ramsdell motion was adopted.

B. Request for a New Plan C Master in Arts Leadership and Administration - College of Liberal Arts - University Curriculum Committee

Ramsdell, Chair, University Curriculum Committee, moved that the Faculty Council
adopt the following:

**A Plan C master’s program, Master in Arts Leadership and Administration (M.A.L.A.) in the College of Liberal Arts be established, effective Fall Semester 2013.**

Ramsdell explained that according to the program proposal submitted the Master of Arts Leadership and Administration is a highly attractive option for graduate students who wish to develop or enhance their creative skills for a number of possible careers. It will not only provide arts students the professional resources they need to become more marketable, but it will also let students with other undergraduate degrees and professionals explore other career opportunities in the arts, including arts administration, jobs in mainstream entertainment, and opportunities in creative industries.

Ramsdell pointed out that the University Curriculum Committee changed the proposed degree name from the Master of Arts Leadership and Administration to the Master in Arts Leadership and Administration. The University Curriculum Committee were in agreement that the new name would prevent possible confusion with the Master of Arts, M.A., degrees.

Ramsdell noted that the proposal was reviewed and approved by the following committees: Committee on Scholarship, Research, and Graduate Education on November 1, 2012; University Curriculum Committee on November 9, 2012.

Ramsdell’s motion was adopted.

C. Proposed Revision to the *Manual, University Code, Section C.2.3.1.b - Colleges and Academic Departments - College of Applied Human Sciences - Committee on Faculty Governance*

Kari Anderson, Member, Committee on Faculty Governance, moved that the Faculty Council adopt the proposed revisions to the *Manual, University Code, Section C.2.3.1.b – Colleges and Academic Departments - College of Applied Human Sciences* to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions are underlined  Deletions are strikeouts

C.2.3.1 – Colleges and Academic Departments

b. College of Applied Human Sciences Health and Human Sciences

Comprising the Departments of Construction Management; Design and
Merchandising; Health and Exercise Science; Food Science and Human Nutrition; Human Development and Family Studies; Occupational Therapy; the School of Education; and the School of Social Work.

Anderson explained that the primary reason for changing the name of the College of Applied Human Sciences to the College of Health and Human Sciences is that it is very similar to three aspirational peers - Purdue University; Penn State, and Oregon State. As with these aspirational peers, the college’s intention to lead with health is that it prioritizes how the various configurations of schools and departments have an overarching goal to consider community-based health outcomes (social, behavioral, physical) in the work of the College. While Penn State has a College of Health and Human Development it still recognizes health as a priority. Oregon State recently changed its name to College of Public Health and Human Sciences for accreditation purposes, yet it still recognizes the breadth of health in the programs there. There are no colleges of Human Sciences and Health in the United States. There are also no peer universities with a College of Applied Human Sciences in the United States. And, there are no agencies that align to support human sciences above health. Finally, over 3000 students in the college are enrolled in programs in which health outcomes are an important metric of success in various educational, health promotion and intervention programs. Changing the name of the College of Applied Human Sciences to the College of Health and Human Sciences will help provide a unifying focus for the college.

Anderson noted that this proposal was also approved by the University Curriculum Committee on October 19, 2012.

Anderson’s motion was adopted by the necessary two-thirds vote.

D. Proposed Revisions to the *General Catalog 2012-13* - Section 1.7, Page 12 - Class Attendance Regulations - Committee on Teaching and Learning

Stephanie Clemons, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the proposed addition of the “Religious Accommodation Policy” Language in the *2012-13 General Catalog* to be effective Spring 2013 as follows:

**Additions - Underlined**

Section 1.7 Page 12 – *2012-2013 General Catalog*

Class Attendance Regulations

Students should attend all classes for which they are registered to obtain maximum educational benefits. Absence or lateness does not excuse students from required course work.
Instructors and departments are responsible for establishing class attendance policies. These policies must accommodate student participation in University-sanctioned extracurricular/co-curricular activities. Students must inform their instructors prior to the anticipated absence and take the initiative to make up missed work in a timely fashion. Instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor’s supervision (e.g., examinations, laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.

The University has a legal obligation to accommodate students’ absences due to religious observances. For such an accommodation, it is the student’s responsibility to complete the Religious Accommodation Request Form at the beginning of each semester. Students should acquire and submit the request, and obtain the approved Religious Accommodation Memo (RAM) at the Office of the Vice President for Student Affairs or its website (http://studentaffairs.colostate.edu/religious-holidays). At the beginning of the semester, the student will present to the instructor the RAM and discuss how best to ensure an accommodation related to class conflicts. For religious observances that cannot reasonably be anticipated at the beginning of the semester, students must follow the procedure above as soon as possible after the course conflict is identified. If a student knows that a particular course or section of course will have multiple conflicts with his or her religious obligations, the student is advised to locate another course section or defer taking the course to a different semester. In the event of a conflict in regard to this policy, individuals may appeal using established University procedures. Instructors are advised to provide reasonable accommodations to ensure compliance with the University’s obligations.

Clemons explained that the proposed policy will provide guidance for faculty, students and staff to meet the University’s legal obligation to ensure students are able to practice their religious observances without academic penalties.

Pedros-Gascon asked whether the same policy is available to faculty. Jody Donovan responded that faculty and staff already have leave for religious accommodations.

Lowensohn asked for clarification about the process to receive this leave. Clemons explained that students would fill out a request form that would go to the Office of the Vice President for Student Affairs, which would then provide a memo to the student to give to teachers.

Clemons’ motion was adopted.

DISCUSSION
A. “Accessibility of Electronic and Information Technology” - Jason Johnson, Deputy General Counsel; Diana Prieto, Director, Office of Equal Opportunity; and Marla Roll, Director, Assistive Technology Resource Center -Occupational Therapy

Jason Johnson, Deputy General Counsel; Diana Prieto, Director, Office of Equal Opportunity; and Marla Roll, Director, Assistive Technology Resource Center -Occupational Therapy presented a power point presentation regarding the accessibility of electronic and information technology to students with disabilities. This power point presentation, will be part of the December 4, 2012 Faculty Council meeting minutes and will be posted on the Faculty Council website.

The focus of the discussion was on accessibility of electronic information in the classroom to disabled students and students with different learning/cognitive styles.

Roll presented a demonstration regarding optical character recognition (OCR). This software is built into Adobe Professional and faculty members should OCR all of their “pdf” documents.

Alan Schenkel asked if website subheadings could be an issue. Roll responded yes and added that Blackboard works relatively well with screen readers utilized by visually impaired students.

Roll discussed literacy support tools, including Read and Write Gold. Roll also provided a link to a tutorial on OCR pdf and Word-to-pdf documents. Faculty will be provided with resources and training at the following site.

http://www.accessibility.colostate.edu

Schenkel asked about support for MacIntosh users. Roll replied that most of the principles would also apply to MacIntosh users, although the menus will be different.

Hunter asked about electronic content that the Library subscribes to. Johnson and Roll replied that CSU should ask vendors for accessibility of their products.

Other Faculty Council members asked if the accessibility website was active and could be distributed. Roll replied yes.

Eric Maloney asked about OCR and figures used in text. Roll replied that special assisted technology would be needed and that students would need to seek help from Assistive Technology Resource Center for this issue.
Russ Schumacher asked about training. Johnson responded that the priority was to focus on most visited, high traffic web sites. Prieto added that web developers will be trained so that new web sites and existing web sites will eventually be compliant.

Francisco Leal asked if OCR would accommodate foreign language. Roll responded that most foreign languages can be supported.

Gallagher thanked Johnson, Prieto, and Roll for this important and valuable presentation to Faculty Council.

The Faculty Council meeting adjourned at 5:40 p.m.

Timothy Gallagher, Chair
Mary Stromberger, Vice Chair
Diane L. Maybon, Executive Assistant/Secretary
### ATTENDANCE

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

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<th>Department</th>
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<td>Agricultural Sciences</td>
<td>Stephen Koontz, Excused</td>
<td>Agricultural and Resource Economics</td>
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<td>Denny Crews</td>
<td>Animal Sciences</td>
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<td>Deb Young</td>
<td>Bioagricultural Sciences &amp; Pest Management</td>
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<td>Steve Newman</td>
<td>Horticulture &amp; Landscape Architecture</td>
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<td>Francesca Cotrufo</td>
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<td>Louise Quijana</td>
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<td>Business</td>
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<td>Liberal Arts</td>
<td>Ann Magennis</td>
<td>Anthropology</td>
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(Substitute for Van Buren Fall ‘12)
Eleanor Moseman  Art
Elizabeth Williams  Communication Studies
David Mushinski  Economics
Michael Lundblad  English
Ernest Sagas  Ethnic Studies
Antonio Pedros-Gascon  Foreign Languages and Literatures
Robert Gudmestad  History
Cindy Christen  Journalism and Technical Communication
Gary Moody  Music, Theater, and Dance
Michael McCulloch  Philosophy
Bradley MacDonald  Political Science
Ken Berry  Sociology

Liberal Arts (continued)
Francisco Leal  College-at-Large
   (Substitute for Vogl Spring ‘13)
Kari Anderson  College-at-Large
   (Substitute for Aoki Fall ‘12)
Alex Bernasek  College-at-Large

Natural Resources
Melinda Laituri  Ecosystem Science and Sustainability
Paul Doherty  Fish, Wildlife, and Conservation Biology
Yu Wei  Forest, Rangeland, and Watershed Stewardship
Sally Sutton  Geosciences
   (Substitute S. Egenhoff)
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, Excused  Physics
Benjamin Clegg  Psychology
Philip Chapman  Statistics
Ed DeLosh  College-at-Large
Mike Steger  College-at-Large
Roger Culver  College-at-Large
M. Mostafa for Carl Patton College-at-Large

Veterinary Medicine & Biomedical Sciences
Scott Earley          Biomedical Sciences
Daniel Smeak         Clinical Sciences
John Rosecrance      Environmental & Radiological Health Sciences
Gary Mason           Microbiology, Immunology and Pathology
Terry Nett           College-at-Large
Jeffrey Wilusz       College-at-Large
C. W. Miller, Excused College-at-Large
Alan Schenkel        College-at-Large
Susan Kraft, Excused  College-at-Large
William Hanneman     College-at-Large
Ron Tjalkens         College-at-Large

University Libraries
Nancy Hunter          Libraries
Louise Feldmann      At-Large

Officers
Tim Gallagher         Chair, Faculty Council
Mary Stromberger      Vice Chair, Faculty Council
Carole Makela         BOG Faculty Representative
Diane Maybon          Executive Assistant/Secretary
Lola Fehr             Parliamentarian

Ex Officio Voting Members (*Indicates Elected Member of Faculty Council)
Kari Anderson for Don Estep, Chair  Committee on Faculty Governance
Susan LaRue, Chair          Committee on Intercollegiate Athletics
Jerry Magloughlin, Chair    Committee on Libraries
David Greene, Chair*        Committee on Responsibilities & Standing of Academic Faculty
Mark Zabel, Chair           Committee on Scholarship Research and Graduate Education
Melinda Frye, Chair         Committee on Scholastic Standards
Jeff Wilusz, Chair*         Committee on Strategic and Financial Planning
Stephanie Clemons, Chair    Committee on Teaching and Learning
Eric Prince, Chair          Committee on University Programs
Howard Ramsdell, Chair  University Curriculum Committee

Ex Officio Non-Voting Members
Jennifer Aberle, Chair  Committee on Special and Temporary Faculty

Ex-Officio Non-Elected Non-Voting Members
Anthony Frank, Excused  President
Rick Miranda  Provost/Executive Vice President
Brett Anderson  Vice President for Advancement
Mary Ontiveros  Vice President for Diversity
Lou Swanson  Vice Provost for Engagement/Director of Extension
Robin Brown  Vice President for Enrollment and Access
Dan Bush  Vice Provost for Faculty Affairs
Jodie Hanzlik  Dean Graduate School
Patrick Burns  Vice President for Information Technology/Dean Libraries
Jim Cooney  Vice Provost for International Affairs
Tom Milligan  Vice President Public Affairs
Bill Farland  Vice President for Research
Blanche M. Hughes  Vice President for Student Affairs
Alan Lamborn  Vice Provost for Undergraduate Affairs
Amy Parsons  Vice President for University Operations
Craig Beyrouty  Dean, College of Agricultural Sciences
Jeff McCubbin  Dean, College of Applied Human Sciences
Ajay Menon  Dean, College of Business
Steve Abt  Interim Dean, College of Engineering
Ann Gill  Dean, College of Liberal Arts
Janice Nerger  Dean, College of Natural Sciences
Mark Stetter  Dean, College of Veterinary Medicine and Biomedical Sciences
Joyce Berry  Dean, Warner College of Natural Resources
David Mornes  Chair, Administrative Professional Council