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
NOVEMBER 6, 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 - December 4, 2012 - A102 Clark Building - 4:00 p.m.

Gallagher announced the next regularly scheduled Faculty Council meeting will be held on Tuesday, December 4, 2012 in A102 Clark Building at 4:00 p.m.

B. Executive Committee Meeting Minutes - October 9, 16 and 23, 2012

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

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

MINUTES TO BE APPROVED

A. Faculty Council Meeting Minutes - October 2, 2012

By unanimous consent, the October 2, 2012 Faculty Council Meeting Minutes were approved.

REPORTS TO BE RECEIVED

A. Provost/Executive Vice President

Rick Miranda, Provost/Executive Vice President, reported that the October 2012 Board of Governors (BOG) meeting featured the approval of moving forward with the stadium initiative. In addition, the BOG was presented with a report regarding the enrollment
status of Colorado State University (CSU). Miranda noted that at the upcoming December BOG meeting Bill Farland, Vice President for Research, will present a report on academic research and Blanche Hughes, Vice President for Student Affairs, will provide a report to the BOG concentrating on student mental health.

Miranda praised and highlighted several academic events and involvement of faculty and departments at the Homecoming festivities.

Miranda reported that he attended a University Facilities Fee Advisory Board (UFFAB) meeting with Amy Parsons, Vice President for University Operations, to discuss student facility funds.

Miranda reported that the Student Success Initiative group has been meeting twice a month. Colorado State University will provide funds in the short term, as well as in the next four to five years, to aggressively increase graduation retention rates through investments in several initiatives.

Miranda reported that he recently visited China with the Vice President of Coca Cola. Miranda said that they visited several agricultural universities, including the China Agricultural University in Beijing, to discuss a student exchange program featuring transfer students (2+2 program). In addition, discussions were held regarding student fellowships to study water-related issues. Lastly, they visited the Hunan Province.

Miranda reported that a Confucius Institute will be established in Fort Collins to provide outreach to our community, faculty and students.

Miranda reported that faculty members from the CSU Water Center have been involved in initiatives related to water. He added that by the end of the year recommendations on this issue will be presented to the President for his consideration.

Miranda presented an update on the 2013 budget scenarios. Miranda explained that the previous scenarios anticipated a flat budget or budget cuts. Miranda stated that recent news is that the Governor of Colorado has proposed significant additional resources to CSU in the $5-6 million range. Miranda reported that the next steps include the December revenue forecasts and the open budget forum in January, where plans for investment will be discussed. He added that the Faculty Council Committee on Strategic and Financial Planning and the Executive Committee will be involved in the budget planning.

Miranda’s report was received.

B. Faculty Council Chair

Gallagher reported that the Faculty Council Executive Committee discussed a response to an editorial that appeared in the Sunday October 28 edition of the Coloradoan. The editorial confused CSU with CSU-Global Campus. The Executive Committee crafted a response that clarified the independence and distinctions between the two institutions, which will be published in the Sunday November 11, 2012 edition. Gallagher noted that
this was not done on behalf of Faculty Council only the Executive Committee. This editorial will appear as an announcement in the December 4, 2012 Faculty Council agenda.

Gallagher reported that he is continuing his visits to standing committees of Faculty Council. His recent visits last month included the Committee on Faculty Governance, the University Curriculum Committee, the Committee on Scholarship, Research, and Graduate Education, and the Committee on Teaching and Learning the previous month.

Gallagher reported that he served as a panelist during Equity Week. This was sponsored by entities within the College of Liberal Arts and College of Natural Sciences to support special and temporary faculty issues.

Gallagher’s report was received.

C. Faculty Representative to the Board of Governors

Carole Makela, Faculty Representative to the Board of Governors, reported on the action item included in the Faculty Council agenda on page 9 regarding the on-campus stadium initiative.

Makela noted that enrollment reports were received by the BOG at its October meeting as well. Makela highlighted some enrollment information given by CSU-Global Campus as follows.

In 2010, CSU-Global Campus enrollment was 1100 students. This spring it’s enrollment was 4500, of which 70 percent were undergraduate students, and 30 percent were graduate students. In addition, 10 percent of the students were under the age 25 and the average age for CSU-Global Campus students is 36. Makela added that, in 2012, 60 percent of it’s applicants were from Colorado, and since 2009, CSU-Global Campus has granted 1063 degrees.

Antonio Pedros-Gascon asked about point 4 on the information in the agenda packet, and asked what is the point of the last sentence? Makela answered that she has not received the full detailed minutes to date and is not able to answer the question as she was not able to attend the October BOG meeting.

Makela’s report was received.

CONSENT AGENDA

A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: September 7, 21, 28, and October 5, 2012
Howard Ramsdell, Chair, University Curriculum Committee moved that Faculty Council adopt the Consent Agenda.

Ramsdell motion was adopted.

**ACTION ITEMS**

A. Proposed Revisions to the Manual, Section E.10.4.1.2 - Extension of the Probationary Period - Committee on Responsibilities and Standing of Academic Faculty

David Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.10.4.1.2 – Extension of the Probationary Period to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - **Underlined**    Deletions - **Overscored**

**E.10.4.1.2 Extension of the Probationary Period**

The use of Family Medical Leave may lead to an automatic extension of the probationary period (see Appendix 3 for details).

Extension of the probationary period for reasons other than use of Family Medical Leave is not automatic. A faculty member may request an extension of the probationary period as described below.

The faculty member must make the request for an extension of the probationary period in writing to the departmental tenure committee. Such a request should be made as early as possible, and must be made prior to the first day of the final academic year of the probationary period. The recommendation of the tenure committee shall be forwarded successively to the department head, the college dean, and the Provost, each of whom shall recommend either acceptance or rejection of the recommendation of the tenure committee. Such recommendations shall not be made in an arbitrary, capricious, or discriminatory manner. The final decision on such an extension shall be made by the President. If the faculty member making the request is dissatisfied with a rejection at any level of a positive recommendation by the tenure committee, he or she has the right to appeal through formal grievance procedures.

a. A faculty member may request an extension of the probationary period due to exceptional circumstances,
including, but not limited to, childbirth, birth or adoption of a child, personal health issues, and care of immediate family members (this is separate from the issue of leaves, which are addressed in Section E.10.4.1.2.c). The tenure committee may recommend up to two (2) separate extensions of the probationary period, each for a period not to exceed one (1) year.

b. A faculty member may request an extension of the probationary period under the Americans with Disabilities Act (ADA). Such a request must identify the nature of the disability and explain why an extension of the probationary period is necessary for purposes of reasonable accommodation. The faculty member requesting such an extension also must provide evidence of protected status under ADA to the Director of the Office of Equal Opportunity (OEO), who shall determine the validity of the protected status and inform the departmental tenure committee. The tenure committee may recommend an extension of the probationary period for a period not to exceed one (1) year (see Sections E.6.b and E.4). Any subsequent request to the tenure committee for an additional extension shall require reverification of the protected status by the OEO Director.

c. Any leave for a period not exceeding one (1) year shall normally count as part of the probationary period. However, if the leave is of such a nature that the individual’s development as a faculty member while on leave cannot be judged, or if the leave is for purposes that are not scholarly, the faculty member may request that the leave not count as part of the probationary period.

d. If a faculty member has been granted credit for prior service, thus reducing the probationary period, then, if circumstances warrant, the faculty member may request that this credit for prior service be reduced, thus extending the probationary period.

Greene explained that this change clarifies there is only one condition in which extension of the probationary period is automatic and adds adoption to the list of the circumstances for which a faculty member may request extension of the probationary period.

Greene’s motion was adopted.
B. Proposed Revisions to the Manual, Section E.14 - Performance Reviews - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the Manual, Section E.14 – Performance Reviews, to be effective upon approval by the Board of Governors as follows:

Additions underlined, Deletions overscored

E.14 Performance Reviews

All faculty members, including department heads and deans, are subject to performance reviews. These reviews include annual reviews, comprehensive reviews of tenure-track faculty members, and comprehensive reviews of tenured faculty members. Annual reviews and comprehensive reviews of tenured faculty members shall be conducted by the academic supervisor for the faculty member’s academic unit. For a faculty member who is not a department head, a dean, an associate dean or an assistant dean, the academic unit is his or her home department, and the academic supervisor is the department head. For a department head, an associate dean, or an assistant dean, the academic unit is the college, and the academic supervisor is the dean of that college. For a dean, the academic unit is the University, and the academic supervisor is the Provost.

Nothing contained in this section shall be construed to affect the at-will status of administrative appointments. The evaluation of an individual’s performance as an administrator and fit within a specific administrative organizational structure is separate from the review processes described in this section.

Performance reviews are intended to assist faculty in achieving tenure or promotion to facilitate continued professional development, to refocus professional efforts when appropriate, and to assure that faculty members are meeting their obligations to the University, and to assist faculty in achieving tenure or promotion. These reviews must be conducted in such a way that they are consistent with academic freedom, due process, the tenure system, academic freedom, due process, and other protected rights. It is also appropriate for performance reviews to document problems with behavior (see Section D.9 and also Section E.15).

A performance review must take into account the individual faculty
member's effort distribution (see Section E.9.1) and the individual faculty member's workload (see Section E.9.2), and it must consider each area of responsibility. Furthermore, effort distributions should be established so as to best utilize the individual talents of all tenured faculty members, because having similar assignments for all faculty members in a department often is not the most effective use of resources. Tenured Faculty members should have the opportunity to work with the department head academic supervisor to adjust their professional responsibilities throughout their careers in a way that permits them to meet both institutional and individual goals.

For each performance review, the faculty member shall be assigned a numerical performance rating by the Provost. In addition, a written report shall be prepared by the academic supervisor, and this report shall identify strengths and any deficiencies in the faculty member's performance. The faculty member shall be given a copy of this report, and he or she shall then have ten (10) working days to prepare a written response to this report if he or she desires to do so. The report and any written response on the part of the faculty member shall be forwarded to the dean and the provost, and a copy Both the report and the faculty member’s response shall be maintained in the faculty member's official Personnel File. 2

Greene explained that the language has been edited to reflect that this section applies to all faculty, not only tenured and tenure-track faculty. As well, assignment of a “numerical performance rating” by the Provost has not been adhered to as a policy as it unrealistically assumes performance across all academic units can be measured identically using a numeric scale.

Steve Robinson asked about the history of the language, related to the numerical scoring by the Provost. Diane Maybon confirmed that this language was approved by Faculty Council in the past, rather than being voted down. Maybon agreed to send information to Robinson regarding this issue.

Greene’s motion was adopted.

C. Request for New Graduate Interdisciplinary Studies Program - Department of Anthropology - Resilience of Social Ecological Systems - University Curriculum Committee

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

A Graduate Interdisciplinary Studies Program in Resilience of Social Ecological Systems be established in the Department of Anthropology
Ramsdell explained that, according to the request submitted, a graduate interdisciplinary Studies Program (ISP) in Resilience of Social Ecological Systems will allow students the opportunity to develop their environmental literacy and understanding of the framework of resilience for solving linked social-ecological problems. Graduate student demand for a new way of thinking and a holistic approach to solving critical human-environmental problems and attaining ‘green’ jobs has resulted in the ISP. This ISP can help students reinforce their departmental coursework and attain employment opportunities not only in academia but in such fields as non-profits, non-governmental organizations, consulting, communication, and local, state, or federal government, for example. He added that this program will be administered by the Department of Anthropology. The request was reviewed and approved by the University Curriculum Committee on September 21, 2012.

Ramsdell motion was adopted.

D. Request for a New Major (B.S.) In Fermentation Science and Technology - College of Applied Human Sciences - Department of Food Science and Human Nutrition - University Curriculum Committee

Gallagher announced that this item was pulled from the agenda and will be considered at a later Faculty Council meeting.

E. Proposed Addition to the Curricular Policies and Procedures Handbook - “Definition of Instructional Format” University Curriculum Committee

Ramsdell, Chair, University Curriculum Committee, moved that the Faculty Council adopt the proposed addition to the Curricular Policies and Procedures Handbook entitled “Definition of Instructional Format” as noted below to become effective upon approval by Faculty Council:

Additions – Underlined

**Definition of Instructional Format**

The instructional format for all credit-bearing courses shall be categorized based upon the mode(s) of interaction between students and instructors. The categories of instructional format shall be as follows:

**Face to Face:** Courses in which instructors interact with students in the same physical space for 75% or more of the instructional time.
**Hybrid:** Courses in which instructors interact with students in the same physical space for 25% or more but less than 75% of the instructional time.

**Distance:** Courses in which instructors interact with students in the same physical space for less than 25% of the instructional time and use one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

**Correspondence:** Courses in which instructional materials are provided to students who are separated from the instructor by mail or electronic transmission, including examinations on the materials. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. If a course is part correspondence and part residential training, the course is considered to be a correspondence course. A correspondence course is not defined as distance education.

**Instructional time:** Class meetings or their equivalent. Instructional time does not include any vacation, periods, homework, or periods of orientation or counseling. Instructional time does not include study time or other time where students work independently or with other students outside of scheduled class time.

Ramsdell explained that the University's *Curriculum Policies and Procedures Handbook* needs to be updated to reflect the definitions of instructional types that have been elucidated by the U.S. Department of Education (Title 34 CFR Parts 600.2; 602.3; 668.8), the Colorado Department of Higher Education and the Higher Learning Commission. The changes are necessary to align Colorado State University's (CSU) definitions of instructional type with the requirements and guidance of these institutions and assure that CSU will continue to be accredited and its students be eligible for Federal financial aid. The current categorization of courses as "Traditional" and "Non-Traditional" does not reflect the definitions of instructional types that are now needed. The current
"Non-Traditional" category includes what are now defined as "Distance" or "Correspondence" courses but does not adequately distinguish between the two. The delivery mechanisms currently defined in the "Non-Traditional" category include some that are rarely used and do not adequately identify those that have become increasingly utilized in CSU courses. The current definitions also do not address courses that are partly "Face-to Face" and partly "Distance" or "Correspondence." The addition of the "Hybrid" category will allow proper categorization of such courses consistent with the guidance from external mandates.

Ramsdell noted that Correspondence course credits do not count toward enrollment for financial aid purposes. Classification of existing Non-Traditional courses as Correspondence courses under the definition above may have implications for financial aid eligibility for students not otherwise meeting enrollment credit requirements. It is important that this be effectively communicated to students and that departments and the University act expeditiously to minimize any potential impacts.

This policy, to be incorporated into the Curricular Policies and Procedure Handbook, was approved by the University Curriculum Committee on October 16, 2012.

Ramsdell motion was adopted.

F. Proposed Revisions to the Graduate and Professional Bulletin - Section F.2.3 - Graduate Assistantship - Terms and Conditions of Appointment - Committee on Scholarship, Research, and Graduate Education

Mark Zabel, Chair, Committee on Scholarship, Research and Graduate Education, moved that the Faculty Council adopt the proposed revisions to the section “Financial Support” F.2.3. Graduate Assistantship – Terms and Conditions of Appointment – of the Graduate and Professional Bulletin to be effective upon Faculty Council adoption as follows:

Additions - Underlined - Deletions Overscored

Full-time graduate students should not be appointed to more than a half-time assistantship or hold a sum of part-time assistantships greater than half-time. A half-time assistantship (.5 FTE) usually involves an average of about 20 hours of service per week of a nominal 40 hour workweek. Stipends will vary by department and by the duties assigned as well as the skills, competencies, and experience exhibited by the student. However, the stipend for half-time assistants, those whose assignments range between 26% and 50% of a nominal forty-hour workweek, must be paid no less than the Graduate School’s officially established minimum monthly amount. Contact the Graduate School for information on the amount of this minimum for any given year. A quarter-time assistantship (.25 FTE) usually involves an average of about 10 hours of service per week of a nominal 40 hour workweek. Those with such assignments covering 25% or less of a nominal workweek, must be paid a minimum of half of this amount. Any other level of
appointment (e.g., less than 25% or between 26% and 49%) must be paid at least the prorated established minimum stipend. The level of appointment, amount of stipend and any tuition remission for each Graduate Assistant shall be as set forth on the Graduate Assistant Appointment and Certification Form.

Zabel explained that the language changes clarify the intent regarding the pay for assistantships. Specifically, that student assistantships of less than 50 percent be prorated.

Zabel’s motion was adopted.

The Faculty Council meeting adjourned at 4:38 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</td>
<td>Agricultural and Resource Economics</td>
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<td>Animal Sciences</td>
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<td>R. Hufbauer for Deb Young</td>
<td>Bioagricultural Sciences &amp; Pest Management</td>
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<td>Steve Newman</td>
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<td>Animal Sciences</td>
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(Substitute for Van Buren Fall ‘12)
Eleanor Moseman Art
Elizabeth Williams Communication Studies
David Mushinski Economics
Michael Lundblad English
I. Vernon for E. Sagas Ethnic Studies
Antonio Pedros-Gascon Foreign Languages and Literatures
Robert Gudmestad History
K. Hallahan for C. 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
(Continued)
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
M. Ronayne for 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 Physics
Benjamin Clegg Psychology
Philip Chapman Statistics
Ed DeLosh College-at-Large
Mike Steger College-at-Large
Roger Culver College-at-Large
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  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
Michelle Wilde  Libraries
(Substitute for N. Hunter Fall ‘12)
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)
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  
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  
Jan 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