

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**  
May 6, 2003

**CALL TO ORDER**

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. Brent Reeves, Acting Chair.

**ANNOUNCEMENTS**

Mr. Reeves recognized President Albert C. Yates. Mr. Reeves presented President Yates with a gift of appreciation and the following Resolution of Appreciation, adopted by Executive Committee, acting for Faculty Council.

***RESOLUTION OF APPRECIATION***

***WHEREAS**, Albert C. Yates has been an outstanding President of Colorado State University and Chancellor of the Colorado State University System from 1990 to 2003;*

***WHEREAS**, Albert C. Yates has led Colorado State University to higher levels of excellence;*

***WHEREAS**, Albert C. Yates has been an exceptional and respected spokesperson for higher education in Colorado and the Nation;*

***WHEREAS**, Albert C. Yates has served with dignity, grace, wisdom and distinction in all facets of his responsibility;*

***THEREFORE, BE IT RESOLVED**, that Faculty Council expresses its deepest gratitude to President Albert C. Yates for his outstanding service and support of the faculty during his tenure at Colorado State University. Our institution and higher education in the State of Colorado are better as a result of his efforts.*

President Yates expressed his gratitude and respect for the faculty in accepting the plaque and gift.

Mr. Reeves recognized Mr. David L. Vancil, Parliamentarian for Faculty Council. Mr. Reeve presented the Resolution to Mr. Vancil.

***RESOLUTION OF APPRECIATION***

***WHEREAS**, David L. Vancil has served Colorado State University and its Academic Faculty with distinction for more than 29 years;*

***WHEREAS**, David has contributed to the deliberations of the Faculty Council as its Parliamentarian, Counselor, and Mentor with intelligence, distinction, discretion, and patience for over 11 years;*

***WHEREAS**, David has an impeccable command of parliamentary procedures and especially Robert's Rules of Order;*

***WHEREAS**, David has nurtured the Faculty Council Officers and Standing Committee Chairs through their trials and tribulations;*

***WHEREAS,** David has been a constant source of encouragement and guidance for Faculty Council and its standing committees;*

***THEREFORE, BE IT RESOLVED,** That the members of the Executive Committee, acting on behalf of Faculty Council, extend to David L. Vancil its warmest appreciation for his work in faculty governance and representation at Colorado State University; and*

***THEREFORE, BE IT RESOLVED,** that members of the Executive Committee and Faculty Council extend to David L. Vancil its best wishes for continued success in his future endeavors.*

Mr. Vancil expressed his appreciation and gratitude to the Faculty Council members.

Mr. Reeves announced that the next regularly scheduled Faculty Council meeting will be held on September 2, 2003 in a room to be determined at 4:15 p.m.

Mr. Reeves announced that the Administrative/Faculty Dialogue and the Faculty Council Current Issues Topic for September 2, 2003 will be announced at a later date.

#### **MINUTES TO BE APPROVED**

A. FACULTY COUNCIL MEETING MINUTES - APRIL 15, 2003

Mr. Richard Eykholt moved to approve the Faculty Council Meeting Minutes - April 15, 2003.

Mr. Eykholt's MOTION TO APPROVE THE FACULTY COUNCIL MEETING MINUTES OF APRIL 15, 2003 WAS ADOPTED.

#### **UNFINISHED BUSINESS**

A. BALLOT 2003-2004 FACULTY COUNCIL STANDING COMMITTEE ELECTIONS - COMMITTEE ON FACULTY GOVERNANCE

Mr. Stephen Davies, Vice Chair, Committee on Faculty Governance, was recognized to present the Committee on Faculty Governance nominations for Faculty Council Standing Committees.

Mr. Davies, Vice Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, the following people to serve on the Committee on Faculty Governance:

**Committee on Intercollegiate Athletics:**

Susan LaRue (Replace Terry Nett)    Veterinary    Medicine and Biomedical Sciences    2006

**Committee on Scholarship, Research, and Graduate Education:**

Susan Athey    Business    2006

**Committee on Scholastic Standards and Awards:**

Marianne Bickle    Applied Human Sciences    2006

**Committee on Strategic and Financial Planning:**

F. C. "Ted" Weston    Business    2006

**University Curriculum Committee:**

Carole Makela    Applied Human Sciences    2006

Mr. Reeves asked for further nominations from the floor. There were no further nominations. Without objections, the nominations were closed.

THE MEMBERS NOMINATED ON THE RESPECTIVE FACULTY COUNCIL STANDING COMMITTEES, WITH TERMS BEGINNING JULY 1, 2003 AND ENDING JUNE 30, 2006 WERE ELECTED.

B. BALLOT 2003-2004 GRIEVANCE PANEL ELECTIONS - COMMITTEE ON FACULTY GOVERNANCE

Mr. Davies, Vice Chair, Committee on Faculty Governance, was recognized to present the Committee on Faculty Governance nominations for the Grievance Panel.

The following nomination was made by the Committee on Faculty Governance:

**Grievance Panel:**

Mr. Jack Fenwick	Agricultural Sciences	2003-2006
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Mr. Reeves asked for further nominations from the floor. There were no further nominations. Without objections, the nominations were closed.

MR. JACK FENWICK WAS ELECTED TO THE GRIEVANCE PANEL, WITH HIS TERM BEGINNING FALL SEMESTER 2003 FOR THREE YEARS.

**REPORTS TO BE RECEIVED**

A. PROVOST/ACADEMIC VICE PRESIDENT REPORT - MR. PETER NICHOLLS PROVOST/ACADEMIC VICE PRESIDENT

There was no report presented.

B. COMMITTEE ON STRATEGIC AND FINANCIAL PLANNING REPORT (SALARY AND BENEFITS - ACADEMIC FACULTY) - MR. BRUCE WUNDER, CHAIR, COMMITTEE ON STRATEGIC AND FINANCIAL PLANNING

Mr. Reeves recognized Mr. Bruce Wunder, Chair, Committee on Strategic and Financial Planning to present the Committee on Strategic and Financial Planning Report on Salary and Benefits for Academic Faculty.

Mr. Wunder noted that President Yates has reported very accurately on the state of the FY2003-04 budget and support for the budget through his E-mails to the campus community. Mr. Wunder reported that the FY 2003-04 budget has not been finalized and has been fluctuating on a weekly basis. However, the projections look like the budget for FY 2003-04 will be the equivalent to the budget for the FY 1996.

Mr. Wunder reported that CSU has improved in its standing with salary comparisons to its peer institutions. However, CSU is slightly behind on benefit comparisons to its peer institutions.

Mr. Wunder reported, that unfortunately, there will be no salary increases for academic faculty, administrative professionals, or state classified staff for the FY 2003-04 due to the economic constraints. He explained that no merit increases will be given to faculty but there will be promotion increases for assistant and associate professors.

MR. WUNDER'S REPORT WAS RECEIVED.

### SPECIAL ACTIONS

A. CHANGES IN CURRICULUM TO BE APPROVED: UNIVERSITY CURRICULUM COMMITTEE MINUTES: MARCH 7, 21, 28, AND APRIL 4, AND 11, 2003

Mr. Darrell Fontane, Chair, University Curriculum Committee MOVED THAT FACULTY COUNCIL ADOPTS ACTION ITEMS IN THE MARCH 7, 21, 28, and April 4, 11, 2003 UNIVERSITY CURRICULUM COMMITTEE MEETING MINUTE CHANGES IN CURRICULUM.

Mr. Fontane noted the following exemptions:

1. March 7, 2003 University Curriculum Committee meeting minutes: The University English Composition Requirement.
2. March 28, 2003 University Curriculum Committee meeting minutes: The request for a Graduate Interdisciplinary Studies Program in Food Science/Safety.
3. April 11, 2003 University Curriculum Committee meeting minutes: Request to Edit the Minimum Grade Requirements for the Major in Health and Exercise Science, Health Promotion Concentration.

MR. FONTANE'S MOTION WAS ADOPTED.

B. REVISIONS TO THE *UNIVERSITY GENERAL CATALOG 2002-03* - ENGLISH COMPOSITION REQUIREMENT - ALL UNIVERSITY CORE CURRICULUM SECTION - UNIVERSITY CURRICULUM COMMITTEE

Mr. Fontane, Chair, University Curriculum Committee MOVED THAT FACULTY COUNCIL ADOPT THE REQUEST FOR THE REINSTATEMENT OF THE FOLLOWING POLICY AND APPEALS PROCESS FOR THE ENGLISH COMPOSITION REQUIREMENT TO BE PUBLISHED IN THE ALL UNIVERSITY CORE CURRICULUM SECTION OF THE *2003-2004 GENERAL CATALOG*:

Additions - underlined - Deletions - ~~overscored~~

The University English composition requirement must be fulfilled by all undergraduate students prior to completion of 60 credits. Students can complete the requirement in one of three ways:

1. Satisfactory completion of COCC 150, College Composition.
2. Fulfillment of the COCC 150 requirement by achieving a score of 5 on the Advanced Placement English Composition and Literature Test; or a score of 4 or 5 on the Advanced Placement English Language and Composition Test; or placing in COCC 150, section 550 (automatic credit for COCC 150) on the Department of English Composition Placement Examination.
3. Transfer of equivalent credits from another college. Students who transfer with less than three semester credits in composition will be required to take the Composition Placement Examination before enrolling in COCC 150.

Credit for COCC 150 will not be given for high scores on the College-Level Examination Program (CLEP).

Students (except first semester transfer and readmitted students) who have earned 60 or more Colorado State and transfer semester credits and who have not met this requirement may enroll only in the course necessary to fulfill this requirement. Transfer and readmitted students will be allowed the initial term of enrollment before this restriction is imposed.

Appeals Process

A student wishing to appeal this registration restriction must write a detailed rationale as to why he or she was unable to complete the course within the first 60 credits. This appeal must be co-signed by the student's academic adviser. The appeal must be presented to the Director of the Composition program (or designee) for final approval.

Mr. Fontane explained that the 60 credit composition requirement was omitted from the *Academic Program Guide* (published for the 2000-2001 academic year) and the 2001 and 2002 editions of the *General Catalog* because of uncertainty as to whether the requirement was only part of the University Studies Program (replaced by the All University Core Curriculum). At the time of implementation of the AUCC, the University Curriculum Committee was unable to decide whether to lower the number of credits from 60 to 45. Various resource issues were also raised during the discussions as to how best to handle the backlog of students who had not yet completed COCC 150. Mr. Fontane added that the English Department has requested reinstatement of the policy and publication in the *2003-2004 General Catalog*. The department presented the policy and appeals process contained within the current motion which were passed by the University Curriculum Committee and now forwarded to Faculty Council for consideration.

MR. FONTANE'S MOTION WAS ADOPTED.

C. REQUEST TO ADD A GRADUATE INTERDISCIPLINARY STUDIES PROGRAM IN FOOD SCIENCE/SAFETY - UNIVERSITY CURRICULUM COMMITTEE

Mr. Fontane, Chair, University Curriculum Committee MOVED THAT FACULTY COUNCIL ADOPT THE REQUEST TO ADD A GRADUATE INTERDISCIPLINARY STUDIES PROGRAM IN FOOD SCIENCE/SAFETY EFFECTIVE FALL SEMESTER 2003.

Mr. Fontane explained that ensuring the safety and quality of the food supply from production through consumption is critical to human health, and is a function that has become increasingly complex. This program is a cooperative effort of more than 20 faculty members in three college and seven departments who share a common interest in enhancing the safety and quality of the food supply through integrated science. Mr. Fontane noted that the program will be coordinated by a Faculty Advisory Board, consisting of one member from each of the participating departments, appointed by the respective department heads.

MR. FONTANE'S MOTION WAS ADOPTED.

D. REVISIONS TO THE *UNIVERSITY GENERAL CATALOG 2002-03* - RE: THE CORE ACADEMIC PROFICIENCY STANDARDS (CAPS) ADMISSION REQUIREMENT - UNIVERSITY CURRICULUM COMMITTEE

Mr. Fontane, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPT THE FOLLOWING REVISIONS TO THE *2003-2004 GENERAL CATALOG*, SECTIONS ENTITLED, "*FOR HIGH SCHOOL GRADUATES*" (PAGE 19 - RIGHT HAND COLUMN), "*FOR NON-HIGH SCHOOL GRADUATES*" (PAGE 19 - RIGHT HAND COLUMN), "*TRANSFER STUDENTS*" (PAGE 20 - LEFT HAND COLUMN), AND SECTION I.I.E. OF THE COLORADO STATE UNIVERSITY ACADEMIC CORE CURRICULUM, REPORT ON OBJECTIVES AND CRITERIA, AS ADOPTED BY FACULTY COUNCIL, DECEMBER 1, 1998 AS FOLLOWS:

Deletions - ~~Overscored~~ - Additions - Underlined

**For High School Graduates** (page 19, left hand column)

3. Satisfactory completion of 18 high school units during grade 9-12. Fifteen of these must be academic units and must include: a) four units of high school English including reading, composition, grammar, literature, and speech; b) five units of social science and natural science with a minimum of two from each; and c) three units of mathematics, including one unit of algebra I, one unit of geometry, and one unit of algebra II (or a comparable three-course sequence);; ~~and d) two units of the same foreign/second language are required. If the foreign/second language requirement is not fulfilled at the high school level, it must be completed while enrolled at Colorado State University.~~

No other changes to this section.

**For Non-High School Graduates** (page 19, right hand column)

An applicant must submit transcripts showing all completed high school and collegiate courses, scores from the General Educational Development (GED) Test, and evidence of competence in mathematics comparable to that indicated by successful completion of high school courses customarily titled algebra I, geometry, and algebra II. Examples of acceptable evidence of the required competence in mathematics include satisfactory completion of high school courses, completion of a college course in intermediate algebra with a grade of B or above, or satisfactory performance on the Colorado State University Entry-level Mathematic's Exam. ~~Two units of the same foreign/second language are required. If the foreign/second language requirement is not fulfilled at the high school level, it must be completed while enrolled at Colorado State University.~~

No other changes to this section.

**For Transfer Students** (Page 20, left hand column)

~~Foreign/second language is required. Transfer students may meet this requirement by successfully completing with a grade of "C" or higher: two years of the same second language in high school (submit a high school transcript) OR two semesters or three quarters of the same second language at the college level. If this is not fulfilled at the high school or college level, it must be completed while enrolled at Colorado State University.~~

No other changes to this section.

Section II.E. of the Colorado State University Academic Core Curriculum, Report on Objectives and Criteria, as adopted by Faculty Council, December 1, 1998

## II. CORE COMPETENCIES - 12 credits

- A. Written Communications
- B. Additional Communication
  - 1. Oral Communication
  - 2. Advanced Writing
  - 3. Second Language
- C. Mathematics
- D. Logical/Critical Thinking
- E. ~~Second Language (CAPS)<sup>2</sup>~~

~~Two year-long units of a single second language taken at the secondary level is a minimum academic preparation standard for Colorado State University's Core Academic Proficiency Standards (CAPS). A student may be admitted to Colorado State without satisfying this CAPS requirement; however, the student will be required to complete the equivalent of the requirement once enrolled. Courses that will be regarded as equivalent should develop students<sup>2</sup>:~~

- ~~1. Basic command of and basic functional proficiency in the following:
  - a. The system of sounds, symbols, or signs that constitute the standard language;
  - b. The conventions of language used in the initiation of dialogue (for example, address, greeting, thanking, agreeing);
  - c. The conventions used to achieve pragmatic outcomes in frequent language contexts (for example, invitation, requesting information, query, refusal, and rebuttal).~~
- ~~2. Accuracy and proficiency in the standard sounds, symbols and/or signs, syntax, and usage necessary to formal communication;~~
- ~~3. Knowledge of and proficiency in the use of colloquial modes and styles of informal spoken and written language appropriate to most common day-to-day situations;~~
- ~~4. Awareness of differences in style and dialect in native user's command of the language and of their appropriateness to specific contexts and audiences;~~
- ~~5. Awareness of the social acceptability of vocabulary, phrases, and subjects that are culturally of high sensitivity to native users of the language.~~

~~<sup>2</sup> Although the credits earned may be applied toward graduation, this coursework may not be used to satisfy any other Core requirements.~~

## III. FOUNDATIONS AND PERSPECTIVES

No other changes to this section.

Mr. Fontane explained that the University Curriculum Committee has spent many meetings this academic year wrestling with the challenges caused by implementation, in Fall Semester 2002, of the Core Academic Proficiency Standards (CAPS) admissions requirement of "Two year-long units of a single second language taken at the secondary level." Implementing the policy in Fall Semester 2002 had a surprising effect across campus. Approximately 1,100 first year and transfer students were admitted conditionally without having met

the requirement. The Department of Foreign Languages and Literatures did not have the resources available to absorb that many students into its already highly subscribed first and second year language courses. At the urging of the Provost's Office and Faculty Council, the University Curriculum Committee voted, on September 13, 2002, to postpone implementation of the CAPS requirement until Fall Semester 2004. The effective date was later changed by Executive Committee, acting on behalf of Faculty Council, to Fall Semester 2005.

The University Curriculum Committee has deliberated on many different possibilities for the requirement from the perspective of academic desirability, administrative effectiveness, and ability of the institution to afford the policy. The UCC supports the concept of competence in a second language as an important component in the academic preparation of CSU graduates. A second language requirement would contribute to a higher level of academic quality but CSU is unable to provide that education because of fiscal constraints. The UCC has developed and has submitted motions recommending strict enforcement to Faculty Council (the latest dated February 19, 2003.)

At the UCC meeting of April 18, CAPS was again discussed. Mr. Peter Nicholls, Provost/Academic Vice President, Ms. Mary Ontiveros, Director of Admissions, and Ms. Tillie Trujillo, Admissions, were present to provide the latest projections on the budget and numbers of students that would be impacted by a strict enforcement of the CAPS policy. Given the worsening budget situation in the State and at the University and updated projections of students who would not meet the admission requirement, the possibility of turning away approximately 1,200 students each year did not seem the most responsible position for the institution to take. The UCC determined that rescinding the requirement seems to be the best option at the present time.

Mr. Fontane explained that during 2003-04 academic year, the University Curriculum Committee, in consultation with the Department of Foreign Languages and Literatures, will review the 2B3, Additional Communication-Second Language, section of the All-University Core Curriculum to determine which language courses are appropriate to fulfill this subsection of category 2B, since the CAPS admission requirement will no longer exist.

Mr. Gene Abkarian asked Mr. Fontane to explain the basis for the projections regarding the enrollment. Mr. Fontane noted that last Fall over 1,000 students did not meet the admission requirement and were admitted upon the condition that they would meet this requirement. The University Curriculum Committee was hoping for a reduction in the number and decided to wait until later projections were made. The latest projection is that approximately 700 students would not meet the admission requirement. The University Curriculum Committee decided that it was apparent that this number would not go down in the near future and therefore decided to withdraw this CAPS admission requirement.

Mr. F. C. "Ted" Weston asked if this means that Colorado State University (CSU) will not be able to administer foreign language? Ms. Kevin Oltjenbruns, Vice Provost for Undergraduate Affairs, responded that CSU does not have a problem of administration of the requirement, but it is a matter of the funds that are available for the administration of the admission policy. Ms. Alexandra Bernasek stated she was concerned that passing this proposal would send a message that the foreign language requirement is not important. Mr. Nicholls responded that because of a "loop hole" in the policy, last fall CSU was faced with approximately 1200 students who were admitted and did not meet the second language admissions requirement. This meant that CSU had to provide classes for these students. The Foreign Language Department does not have the money nor the staff to handle this. He explained that the English and Math requirements are rigorously enforced and there has been a decline in transfer students because of this. If the Foreign Language admission policy was enforced CSU would lose approximately 1000 students next fall. Mr. Nicholls reminded the Faculty Council members that the enforcement of the policy has been postponed until Fall 2005, but CSU can no longer afford to postpone this issue. Mr. Jay Bodine explained that high school teachers want the two year requirement of foreign language for students entering college. He added that this action is contrary to what Faculty Council originally adopted and could be a detriment to CSU. Mr. Fontane responded that the



University Curriculum Committee decided enforcement of the policy would not be effective and this was an issue that needed to be dealt with and not delayed again.

Ms. Mary Ontiveros, Director, Admissions, stated that in 1997 the admissions office projected that 12.7 percent of the incoming Freshman and 80 percent of transfer students would not meet the foreign language requirement. She stated that this information was given to Faculty Council before the new Core Curriculum was passed. She also explained that at CU-Boulder students are admitted with the requirement that they take classes after admitted. The class also counts toward graduation credit. Ms. Ontiveros reported that projections as of April 1, 2003 show that 312 entering Freshmen and 765 transfer students will not meet this admission requirement. She explained that this will also deny approximately 125 window students from admission. Therefore a total of 1202 enrolled student would be lost.

Mr. Richard Eykholt stated that Faculty Council is not saying that foreign language is not important. He noted that other disciplines (science, history, etc.) are not required for admission. But having CAPS requirements for writing and math is appropriate. Mr. Kenneth Klopfenstein asked if the University Curriculum Committee considered reducing the foreign language requirement to one year. Mr. Fontane responded that the University Curriculum Committee did consider this issue but felt the number of students who would qualify would be relatively small.

MR. FONTANE'S MOTION WAS ADOPTED.

E. 2003-2004 ELECTIONS - SEXUAL HARASSMENT PANEL - COMMITTEE ON FACULTY GOVERNANCE

Mr. Davies, Vice Chair, Committee on Faculty Governance was recognized to present the Committee on Faculty Governance nominations for the Sexual Harassment Panel.

Mr. Davies nominated the following people to serve on the Sexual Harassment Panel:

Edward Dudek	Veterinary Medicine and Biomedical Sciences	2003-2006
Marie Legare	Veterinary Medicine and Biomedical Sciences	2003-2006

Mr. Reeves asked for nominations from the floor.

Mr. Steve Robinson nominated Ms. Sally Sutton from the College of Natural Resources to serve on the Sexual Harassment Panel. Ms. Sutton agreed to serve.

There were no further nominations. Without objections the nominations were closed.

MR. EDWARD DUDEK, MS. MARIE LEGARE AND MS. SALLY SUTTON WERE ELECTED TO SERVE ON THE SEXUAL HARASSMENT PANEL WITH TERMS BEGINNING JULY 1, 2003 AND ENDING JUNE 30, 2006.

F. 2003-2004 ELECTIONS - BENEFITS COMMITTEE - COMMITTEE ON FACULTY GOVERNANCE

Mr. Davies, Vice Chair, Committee on Faculty Governance was recognized to present the Committee on Faculty Governance nominations for the Benefits Committee.

Mr. Davies nominated the following people to serve on the Benefits Committee:

Kenneth Allen	Applied Human Sciences	2003-2006
Kari Anderson	Liberal Arts	2003-2006

Mr. Reeves asked for nominations from the floor. There were no further nominations. Without objections the nominations were closed.

MR. KENNETH ALLEN AND MS. KARI ANDERSON WERE ELECTED TO THE BENEFITS COMMITTEE WITH TERMS BEGINNING JULY 1, 2003 AND ENDING JUNE 30, 2006.

G. PROPOSED REVISIONS TO THE GRADUATE SCHOOL APPEALS PROCEDURE (PAGES 20-21), AND ASSISTANTSHIPS, TERMINATION OF GRADUATE ASSISTANTS, AND FELLOWSHIPS AND TRAINEESHIPS (PAGES 27-28) *GRADUATE AND PROFESSIONAL BULLETIN 2002-03* - COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION

Mr. Jerry Eckert, Chair, Committee on Scholarship, Research and Graduate Education MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *GRADUATE AND PROFESSIONAL BULLETIN 2002-03* SECTIONS: Graduate School Appeals Procedure (pages 20-21), and Assistantships, Termination of Graduate Assistants, and Fellowships and Traineeships (pages 27-28), AS FOLLOWS:

DELETIONS ARE ~~OVERSCORED~~ ADDITIONS ARE UNDERLINED

**GRADUATE SCHOOL APPEALS PROCEDURE** (pp. 20-21)

Graduate students may appeal decisions concerning unsatisfactory performance on graduate preliminary or final examinations (see this section), academic probation for reasons of unsatisfactory progress toward the degree other than insufficient grade point average, termination of or election to void an assistantship for reasons of ~~unsatisfactory performance~~, set forth in the terms and conditions applicable to graduate assistant appointments, or dismissal from the graduate program.

Informal resolution of appeals concerning unsatisfactory performance on preliminary or final examinations, academic probation for reasons of unsatisfactory progress toward a degree, termination of or election to void assistantships, or dismissal from the graduate program is encouraged whenever possible. Before initiating a formal appeal, the student should discuss the problem with the person or persons whose actions are challenged ("academic officer") within 10 days following the adverse recommendation or decision. For matters concerning performance on graduate preliminary or final examinations, academic probation for reasons of unsatisfactory progress toward a degree, or termination of or election to void an assistantship, the appropriate academic officers are the student's adviser, graduate committee, and/or supervisor. If the matter is not resolved to the student's satisfaction within 20 days following the informal discussion between a student and academic officer(s), the student may initiate a formal appeal by submitting the matter in writing to the Dean of the Graduate School. The student shall have five additional days to file this appeal. In the written appeal, the student must clearly identify the actions being challenged, the person(s) against whom the complaint is made, and the redress sought. A decision shall be deemed final on the expiration of the period for filing an appeal, or, if an appeal is filed, upon issuance of a decision in such an appeal, whichever is later. No adverse recommendation or action shall be effective until such date.

The Dean of the Graduate School, together with the Judicial Affairs Officer, shall examine the appeal. These two officers shall jointly determine whether the actions complained of were disciplinary or academic. If the challenged action is deemed to be disciplinary, the Dean of the Graduate School shall refer the complainant to the University Discipline Process, which is outlined in the Student Rights and Responsibilities Policy in the *Graduate and Professional Bulletin*, within 20 working days. If the challenged action is deemed to be an academic matter other than a grading decision, the Dean of the Graduate School shall implement the procedures below, keeping all records of the case. Grading decisions are subject to appeal according to the University's policy on Appeals of Grading Decisions, as set forth in the *Academic Faculty and Administrative Professional Manual*.

A review panel, composed of two faculty members and a graduate student, will be appointed. One faculty member will be appointed by the Dean of the Graduate School and another by the dean of the college in which the student's program is located. These appointees will be from departments other than that of the student appellant. In the event that either of these two deans is a principal in the case, the Provost/Academic Vice President will appoint appropriate faculty members. The Graduate Student Council will provide a list of graduate students who are willing to serve on review panels from which the Dean of the Graduate School will appoint a student from a department other than that of the student appellant. In the event that the Dean of the Graduate School is a principal in the case, the Provost/Academic Vice President will appoint the student member.

The Review Panel will consider the case in detail. It must review any written record of the case. It must afford the student appellant an opportunity to appear in person before it and consider any written materials the student may wish to bring to its attention. The panel will hear from the academic officer(s) whose action is being appealed and may confer with other involved parties. It shall evaluate any other information it deems important to its deliberations. Written summaries of the deliberations will be kept. To overcome the presumption of good faith in the performance judgment by the adviser, supervisor, and/or graduate committee, an appeal must demonstrate that the evaluation was based upon matters that are inappropriate or irrelevant to academic performance and applicable professional standards and that consideration of those matters was the deciding factor in the evaluation. If the panel finds in favor of the student, it will make appropriate recommendations to the Dean of the Graduate School such as reassignment to another adviser and/or graduate committee, administration of another examination, or alternative assistantship assignment. The Dean of the Graduate School and the dean of the college involved shall jointly review the case, giving due consideration to the panel's report and recommendations. Following consultation with the Provost/Academic Vice President, as appropriate, the Dean of the Graduate School shall make the final decision of the University. In the event where the Dean of the Graduate School is a principal in the case, the duties of the Dean of the Graduate School, with respect to this case, shall be transferred to the Provost/Academic Vice President. In the event that the decision recommends termination of an assistantship due to unavailability of funds or other conditions beyond the University's control or performance of assigned duties and functions as set forth in the terms and conditions applicable to graduate assistant appointments, such terminations must be approved by the Board of Governors or the President, as its delegated representative.

#### **ASSISTANTSHIPS (p. 27)**

Assistantship awards offer a stipend to the student in return for certain specified services to the University. The stipend is treated as income (subject to withholding taxes) and both the University and the student agree to a formal ~~contract~~ appointment when an assistantship is arranged. Both the amount of the stipend and the extent of time commitment vary from case to case and are ~~determined by contractual agreement.~~ set forth in the appointment.

Performance of the assistantship duties provides the student with valuable experience which contributes to professional and career development. Most graduate student support at Colorado State and many other American universities is in the form of assistantships.

Teaching assistantships involve payment for services related to undergraduate instruction. Some form of experience, skill, or aptitude is necessary for appointment. The duties typically involve grading papers, compiling biographies, monitoring laboratories, conducting discussion sections, or teaching an entire class. Usually, teaching assistant duties are confined to beginning-level undergraduate classes.

For ~~persons other than those having~~ non-native speakers of English as their primary language, additional English competency tests may be required for an appointment to a teaching assistantship.

Teaching assistantships are funded by the state of Colorado as part of the resident instruction budget. Teaching assistantships include payment of tuition on behalf of the student as an added benefit.

Research assistantships are basically similar to teaching assistantships except that recipients are given basic research assignments. The precise nature of the duties will vary depending on the nature of the discipline, the particular projects under way in the department, and the interests and skills of the students. Often the work required is related to the student's course work; in some instances it may directly contribute to thesis, dissertation, or other degree requirements. Generally, research assistantship work is an important part of the process of becoming an active participant in the discipline.

Research assistantships are typically funded through external research grants obtained by members of the faculty. A research assistantship contract may provide for payment of tuition, but this is not necessarily the case.

Dormitory, counseling, and athletic assistantships may be available. Dormitory assistantships sometimes include room, board, and tuition in addition to stipends. Write the Office of Housing and Food Service for dormitory assistantships; University Counseling Center for counseling assistantships; and the Athletic Director for athletic assistantships.

#### **TERMINATION OF GRADUATE ASSISTANTS (p. 27)**

Pursuant to State Statute, C.R.S. 24-19-104, all graduate assistants are "employees at will." Their employment is subject to such administrative termination procedures as may be appropriate under the circumstances of each case. Advisers and/or department heads must consult with the Dean of the Graduate School prior to taking any actions concerning terminations of assistantships before the end of the stated employment period. Except for nonrenewals of employment following the end of stated employment periods ; or election to void an appointment as set forth in the terms and conditions applicable to graduate assistant appointments, the Provost/Academic Vice President must review and endorse any recommendation concerning the termination of graduate assistants. Approval of the President or Provost/Academic Vice President as the delegated representatives of the Board of Governors ~~the State Board of Agriculture~~ is required for any final action on such terminations. Stipends payable under graduate assistantships shall be terminated upon discontinuance of association with the appointing department, dismissal, placement on academic probation, or withdrawal from the University. Such actions will not cause forfeiture of the tuition remission for the semester in which such action occurs. The provisions of this section shall not be interpreted to authorize the termination of any graduate assistant for any reason that is contrary to applicable federal, state, or local law.

Termination of an assistantship shall be subject to appeal in accordance with the Graduate Appeals Procedure set forth in this *Bulletin*.

#### **FELLOWSHIPS AND TRAINEESHIPS (p. 27-28)**

All fellowship awards are based on merit and are highly competitive.

These forms of support involve outright awards to cover educational expenses and may in some cases cover tuition, fees, and other direct expenses. They do not require any service on the part of the student. Several programs funded by a variety of private and public sources may be available at any given time. Graduate fellowship awards are available. These awards are designed to be part of a full

support package and hence are usually supplementary to an assistantship appointment. Fellowships, supported by the state-funded Colorado Fellowships Program, are competitive. Departments nominate promising candidates for these awards in response to a call in the fall of each year. Fellowships are given in recognition of academic excellence, student contribution to any of the goals of the University strategic plan (e.g., undergraduate instruction, diversity), and departmental quality.

The Martin Luther King, Jr. Graduate Scholarship provides support each year for a graduate student at Colorado State. It is awarded on the basis of academic excellence and contributions to minority education.

Mr. Eckert explained that the Office of the General Counsel has rewritten the standard contract form for employment of Graduate Assistants to reflect evolving workplace legislation and university experience. These amendments to the *Graduate and Professional Bulletin* are needed to bring the *Bulletin's* language into consistency with the new contract document.

MR. ECKERT'S MOTION WAS ADOPTED.

H. REVISIONS TO THE MANUAL SECTION B.1 - THE GOVERNING BOARD: THE STATE BOARD OF AGRICULTURE - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE *MANUAL*, SECTION B.1 – THE GOVERNING BOARD: THE STATE BOARD OF AGRICULTURE, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

**B.1     The Governing Board: The State Board of Agriculture Board of Governors of the Colorado State University System**

As the governing body of the University, the Board of Governors of the Colorado State University System (hereafter referred to as the Board) addresses questions of broad institutional policy. It is responsible for the selection of the President. ~~The Board~~, and, in conjunction with the advice and recommendation of the President, it approves all salaries, approves the institutional budget, and exercises broad policy control. All University owned lands are under Board control. With academic faculty advice, the Board approves the curriculum and confers appropriate degrees or testimonials.

**B.1.1    Membership and Term of Office**

Membership and term of office of the ~~State Board of Agriculture~~ is prescribed by law. Section 23-30-101 of the Colorado Revised Statutes of 2002 ~~1973 (as amended in 1977)~~, quoted in part, provides:

It shall consist of a total of ~~twelve~~ thirteen members. Four of the offices shall be advisory, without the right to vote. One shall be filled by an elected officer of the student body who is a full-time junior or senior student at Colorado State University, one by an elected officer of the Faculty Council of Colorado State University having the rank of associate professor or higher, one by an elected officer of the student body who is a full-time junior or senior student at ~~Fort Lewis college~~ the Colorado State University-Pueblo, and one by an elected officer of the

Faculty Council of ~~Fort Lewis college~~ the Colorado State University-Pueblo having the rank of associate professor or higher. The four advisory members shall be elected by their respective governing bodies from their membership. The terms of these advisory offices shall be for one academic year. Commencing with appointments made in 1974 and subsequent years, the remaining ~~eight~~ nine members, at least two of whom shall have some connection with agriculture, shall be appointed by the governor, with the consent of the senate, for basic terms of four years, although interim appointments may be made for lesser periods so that at least two of the ~~eight~~ nine terms will expire in each calendar year. No person, ~~whether elected or appointed~~ under this section ~~or elected under section 23-30-103~~, shall serve on the Board for more than two terms, regardless of the length of the terms; except that a member of the Board, whether elected or appointed, may continue to serve until ~~his~~ a successor is elected or appointed and qualified.

### **B.1.2 Vacancies and Compensation**

Both the filling of vacancies in the Board membership and the provision for service by members without compensation are covered in Section 23-30-103 of the Colorado Revised Statutes of 2002 ~~1973~~ (as amended in 1977). This section provides:

Any vacancy in the office of any member of said Board appointed by the governor caused by death, resignation, or removal from the state may be filled by a majority of the voting members. Any vacancy in the elected office on the Board shall be filled by reelection for the unexpired term. The members of the Board shall receive no compensation for their services but may be allowed actual traveling expenses upon presenting an itemized bill for the same.

### **B.1.3 Meetings of the Board**

#### **B.1.3.1 Scheduling of Board Meetings:**

Section 23-30-104 of the Colorado Revised Statutes of 2002 ~~1973~~ contains the following provisions:

The Board shall meet at the Colorado State University twice annually ~~on the second Wednesday in May and the second Wednesday in December~~ and may meet at other times and places at the call of the President who has the power in case of emergency to call special meetings of the Board. Upon the written request of any three members of the Board, it is the duty of the President of the Board to call a special meeting thereof at such time and place as shall be designated in the written request therefore. A quorum of the Board shall be a majority of voting members of the Board.

#### **B.1.3.2 Requirements of the Colorado Sunshine Act of 1972:**

The ~~third part of the act is entitled~~ "Open Meetings Law," (24-6-401, et seq., of the Colorado Revised Statutes of 2002) ~~and~~ requires that all meetings of two or more Board members at which any public business is discussed, or at which any formal action ~~is~~ may be taken, be ~~a public meeting~~ open to the public, except as otherwise provided ~~by the State Constitution with regard to the legislature.~~ Any such meeting shall be

held only after full and timely notice to the public. The Secretary of the Board ~~shall~~ maintains a list of persons who request notification of meetings and ~~shall~~ provides reasonable advance notification to such persons of public meetings. The minutes of the Board shall be promptly recorded and open to public inspection. ~~The "Open Meetings Law" became effective January 1, 1973.~~

**B.1.4 ~~Relation of the President of the University to the Board Powers Delegated to the President by the Board~~**

The President is the University's chief executive officer and is responsible for ~~carrying out~~ ensuring that the rules and regulations of the Board and faculty are implemented. Subordinate officers and employees of the University who are not academic faculty members are under the direction of the President and, ~~in the recess of the Board,~~ are removable at his discretion. He may also fill vacancies that may thus be ~~thus~~ created, reporting such actions to the Board.

In addition, wherever the term "State Board of Agriculture" appears in the *Academic Faculty and Administrative Professional Manual*, it shall be changed to read "Board of Governors" as an editorial change.

Mr. Eykholt explained that the name of the State Board of Agriculture was changed to the Board of Governors of the Colorado State University System, and Sections 23-30-101 and 20-30-104 of the Colorado Revised Statutes were changed accordingly. These changes necessitate the above change to the Manual.

MR. EYKHOLT'S MOTION WAS ADOPTED.

I. REVISIONS TO THE MANUAL, SECTION E.10.7.5.6 - WRITTEN RECORDS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE *MANUAL* SECTION E.10.7.5.6 – *WRITTEN RECORDS*, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

**E.10.7 Disciplinary Action for Tenured Faculty**

**E.10.7.5 Procedures Following Completion of the Hearing**

- |                   |                                                                                                           |
|-------------------|-----------------------------------------------------------------------------------------------------------|
| <i>E.10.7.5.1</i> | <i>Committee Recommendation That Tenure be Retained and No Disciplinary Action be Taken</i><br>No Changes |
| <i>E.10.7.5.2</i> | <i>Committee Recommendation that Tenure be Retained and Disciplinary Action be Taken</i><br>No Changes    |
| <i>E.10.7.5.3</i> | <i>Committee Recommendation to Revoke Tenure</i><br>No Changes                                            |

*E.10.7.5.4 Disposition of the Hearing Committee's Report and Appeal of the Recommendation*  
No Changes

*E.10.7.5.5 Reversal or Modification of Hearing Committee Recommendations*  
No Changes

*E.10.7.5.6 Written Records*

All written records of E.10.7 documents, including the Statement and Response; the verbatim record of the hearing(s); supporting documents; committee reports and recommendations, including any minority statement; administrative reviews of committee recommendations; appeals and results of appeals; and final actions, shall be kept on file in the archives of the UGO for the duration of the employment of the Faculty Member, and these shall be considered to be part of the Faculty Member's official Personnel File.

Mr. Eykholt explained that the Manual should state explicitly that a written record of the hearing and all actions should be kept on file.

MR. EYKHOLT'S MOTION WAS ADOPTED.

J. PROPOSED REVISIONS TO THE *MANUAL*, SECTIONS E.10.7.2.2 - COMPOSITION OF THE PRELIMINARY COMMITTEE AND E.10.7.3.3 - RECOMMENDATION AND FURTHER ACTION - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT REVISIONS TO *MANUAL* SECTIONS E.10.7.2.2 – COMPOSITION OF THE PRELIMINARY COMMITTEE AND E.10.7.3.3 – RECOMMENDATION AND FURTHER ACTION, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

## **E.10.7 Disciplinary Action for Tenured Faculty**

### **E.10.7.2 Initiating Procedures**

*E.10.7.2.2 Composition of the Preliminary Committee*

- a. The immediate administrative supervisor of the Faculty Member shall convene a preliminary investigative committee (hereinafter termed the "Preliminary Committee") within five working days after the completion of the discussions described in Section E.10.7.2.1. This Preliminary Committee shall be comprised of the tenured faculty of the Faculty Member's department, or a committee thereof, as ~~determined~~ specified by the Department Code. If the Department Code does not specify the makeup of the Preliminary Committee, then it will consist of six tenured faculty drawn by lot. In no case may this committee consist of fewer than six voting members. If there are fewer than six



members of the department eligible for the committee, additional members will be drawn by lot from a pool consisting of all tenured faculty of the college having no administrative duties (See Section K.12.a.)<sup>6</sup> ~~The immediate administrative supervisor of the Faculty Member and the Faculty Member may not be part of this committee.~~ Neither the Faculty Member nor his or her immediate administrative supervisor may be part of this committee.

Members who believe themselves sufficiently biased or interested that they cannot render an impartial judgement will remove themselves from the case on their own initiative. Challenges for cause shall be conducted according to the procedures described in Section E.10.7.2.2.b. The Faculty Member will have a maximum of two challenges without stated cause.

- b. *no change*
- c. *no change*

### E.10.7.3 Preliminary Investigation

#### E.10.7.3.3 *Recommendation and Further Action*

- a. *no change*
- b. ~~The Hearing Committee shall consist of at least six members and shall be comprised of the tenured faculty of the department, or a committee thereof, as determined by the department code, excepting the department chair and the Faculty Member~~ be comprised of the tenured faculty of the Faculty Member's department, or a committee thereof, as specified by the Department Code. If the Department Code does not specify the makeup of the Preliminary Committee, then it will consist of six tenured faculty drawn by lot. In no case may this committee consist of fewer than six voting members. If there are fewer than six members of the department eligible for the committee, additional members will be drawn by lot from a pool consisting of all tenured faculty of the college having no administrative duties (see Section K.12.a). Neither the Faculty Member nor his or her immediate administrative supervisor may be part of this committee. The committee shall be chaired by the person described in Section E.10.7.2.2.c. Challenges to ~~any new members on~~ of the committee will be conducted as described in Sections ~~E.10.7.2.2.a. &~~ and b.

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<sup>6</sup>

*Administrative duty or duties refers to the responsibility of those members of the faculty serving as the administrators, including those serving in an assistant or associate capacity, responsible for the various administrative units, departments, colleges, and University, and persons responsible for budgets and supervising personnel. However, the term shall not apply to the assignments of those members of the faculty who chair faculty committees or serve as the administrators responsible for the various interdisciplinary programs on or off campus.*

- c. *no change*
- d. *no change*

Mr. Eykholt explained that Department Codes are supposed to specify the makeup of Preliminary Committees and Hearing Committees. Unfortunately, many Department Codes fail to do this. As a result, it is necessary to specify a default situation for cases when the Department Code is silent on the matter. At the suggestion of Mr. Paul Bell, University Grievance Officer, we have chosen the default size as small as possible, since these hearings are very time consuming, so scheduling problems grow very rapidly with the size of committee. Also, the wording in Section E.10.7.3.3.b was changed to match the superior wording in Section E.10.7.2.2.a.

MR. EYKHOLT'S MOTION WAS ADOPTED.

K. PROPOSED REVISIONS TO THE *MANUAL*, SECTIONS K.11.1 - TIME AND MANNER OF INITIATING A GRIEVANCE AND K.11.2 - RECEIPT OF COMPLAINT BY HEARING COMMITTEE/REQUEST FOR FORMAL HEARINGS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT REVISIONS TO *MANUAL* SECTION K.11.1 – TIME AND MANNER OF INITIATING A GRIEVANCE AND SECTION K.11.2 – RECEIPT OF COMPLAINT BY HEARING COMMITTEE/REQUEST FOR FORMAL HEARINGS, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

**K.11.1 Time and Manner of Initiating a Grievance**

A Grievance must be initiated by submitting a written complaint to the Responsible Administrator and the UGO no later than five working days after the expiration of the mediation period, as described in Section K.5. 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 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.
- c. Describe how the action being complained of is unfair, unreasonable, arbitrary, capricious, or discriminatory.
- d. Identify how the decision or action adversely affects the Grievant in his or her present or future academic and/or professional capacity.
- e. Summarize the evidence 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 (“the Response”) to the Complaint and submit it to the Grievant

and the UGO no later than five working days after receiving the Complaint. This Response should be limited to addressing the claim made in the Complaint.

#### **K.11.2 Receipt of Complaint by Hearing Committee/Request for Formal Hearings**

The UGO shall forward the Complaint and the Response (see Section K.11.1) to the Hearing Committee ("the Committee").

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

- a. Instruct the parties to file further written statements.
- 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 Committee may decide a Class B grievance without a hearing if the Committee determines that the Complaint lacks substantive merit under the criteria specified in Section K.9. The Faculty Member or Administrative Professional shall have the right to appeal to the Provost/~~Academic Vice President~~ a decision rendered by the Committee without a hearing.

Mr. Eykholt explained that due to an oversight, the current procedure is that the Hearing Committee receives the Complaint, but they must then request a response from the Responsible Administrator. Paul Bell, the current University Grievance Officer has requested that this oversight be corrected so that the Committee receives both the Complaint and the Response at the same time. Also, for the last few years, as changes have been made to the Manual, reference to the Academic Vice President has been deleted where it is superfluous. This will avoid problems if the Provost and the Academic Vice President become separate positions as some later date.

MR. EYKHOLT'S MOTION WAS ADOPTED.

#### **L. PROPOSED REVISIONS TO THE *MANUAL*, SECTION K.12 - DESCRIPTION OF TERMS - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY**

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT REVISIONS TO *MANUAL* SECTION K.12 – DESCRIPTION OF TERMS, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

#### **K.12 Description of Terms**

- a. **Administrative Duties.** With respect to qualifications to serve on the Grievance Panel, administrative duty or duties refers to the service of those members of the academic faculty 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" or "Associate" Dean. However, ~~the term shall not apply to the assignments of those~~ service by members of the academic faculty who as chairs of faculty committees, ~~or serve~~ 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. *no change*
- c. *no change*
- d. *no change*
- e. *no change*

Mr. Eykholt explained that Section K.15.1 states that persons having administrative duties, as described in Section K.12, cannot serve on the Grievance Panel. Part of the definition of administrative duties is being in charge of budgets and supervising personnel. This was not meant to exclude Principal Investigators from serving on the Grievance Panel. The above change clarifies this point.

MR. EYKHOLT'S MOTION WAS ADOPTED.

M. PROPOSED REVISIONS TO THE *MANUAL*, SECTION K.15.1 - GRIEVANCE PANEL - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty announced that this motion has been withdrawn from the agenda at this time.

N. PROPOSED REVISIONS TO THE *MANUAL*, SECTION K.13 - RIGHT TO CLERICAL ASSISTANCE - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, MOVED THAT FACULTY COUNCIL ADOPT REVISIONS TO *MANUAL* SECTION K.13 – RIGHT TO CLERICAL ASSISTANCE, TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM AS FOLLOWS:

Additions are underlined, and deletions are indicated by ~~strikeouts~~.

**K.13 Right to Clerical Assistance**

Any person entering the Grievance procedure has the right to clerical support from University personnel for preparation of documents for use in the Grievance process. Because maintenance of confidentiality is an important element of the procedure, the clerical support should come from a unit at the next higher level than the one in which the Grievant is housed (e.g., from the dean, for an academic faculty member; 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, at the discretion of the UGO, the forwarding by the UGO of redacted documents to the Hearing Committee.

Mr. Eykholt explained that only materials relevant to the scope and timeline of a Grievance may be submitted by either party as germane to the Grievance. However, parties have sometimes attempted to include irrelevant and prejudicial material, sometimes numbering hundreds of pages. Such material can be challenged and eventually thrown out, but a claim can then be made that the prejudice has already occurred. Such irrelevant material should be disallowed before it is ever given to the Hearing Committee. Paul Bell, the current University Grievance Officer, has requested the authority to eliminate such irrelevant material from documents before they are presented to the Hearing Committee for consideration.

MR. EYKHOLT'S MOTION WAS ADOPTED.

THE MEETING WAS ADJOURNED AT 5:45 P.M.

F. Brent Reeves, Acting Chair  
Paul Kugrens, Member Executive Committee  
Diane L. Maybon, Recording Secretary

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

**AGRICULTURAL SCIENCES**

<b>Jerry Eckert</b>	<b>Agricultural and Resource Economics</b>
<u>David Ames</u>	<u>Animal Sciences</u>
<b>Rajinder Ranu</b>	<b>Bioagricultural Sciences &amp; Pest Management</b>
<u>Stephen Wallner</u>	<u>Horticulture &amp; Landscape Architecture</u>
<b>Keith Paustian</b>	<b>Soil and Crop Sciences</b>
<b>Stephen Davies</b>	<b>College-at-Large</b>
<u>Dana Hoag</u>	<u>College-at-Large</u>
<u>Dennis Lamm</u>	<u>College-at-Large</u>

**APPLIED HUMAN SCIENCES**

<b>Molly Eckman</b>	<b>Design, Merchandising, and Consumer Sciences</b>
<b>Robert Gotshall</b>	<b>Health and Exercise Science</b>
<b>David A. Sampson</b>	<b>Food Science and Human Nutrition</b>
<b>Gene G. Abkarian</b>	<b>Human Development and Family Studies</b>
<b>Charles W. Smith</b>	<b>Manufacturing Technology and Construction Management</b>
<b>J. Gliner for David Greene</b>	<b>Occupational Therapy</b>
<b>Carol Makela for Duane Jansen</b>	<b>School of Education</b>
<b>Robert Seiz</b>	<b>Social Work</b>

**BUSINESS**

<b>Don Samuelson (Substitute for William Mister Fall 2002)</b>	<b>Accounting</b>
<b>F.C. "Ted" Weston</b>	<b>Computer Information Systems</b>
<b>Timothy Gallagher</b>	<b>Finance and Real Estate</b>
<b>Raymond Hogler</b>	<b>Management</b>
<u>Kathleen Kelly</u>	<u>Marketing</u>

**ENGINEERING**

<u>Roger Pielke</u>	<u>Atmospheric Science</u>
<b>A. Ted Watson</b>	<b>Chemical Engineering</b>
Paul Heyliger	Civil Engineering
<b>Gary Y. Robinson</b>	<b>Electrical Engineering</b>
<b>Doug Hittle</b>	<b>Mechanical Engineering</b>
<b>Robert Meroney</b>	<b>College-at-Large</b>
<u>Deanna Durnford</u>	<u>College-at-Large</u>

**LIBERAL ARTS**

<u>Norberto Valdez</u>	<u>Anthropology</u>
<b>Peter Jacobs</b>	<b>Art</b>
<u>Steven J. Shulman</u>	<u>Economics</u>
<b>David Mogen</b>	<b>English</b>
<b>Jay Bodine</b>	<b>Foreign Languages and Literatures</b>
<b>Diane C. Margolf</b>	<b>History</b>
<b>Kirk Hallahan</b>	<b>Journalism and Technical Communication</b>
<u>Michael Thaut</u>	<u>Music, Theater, and Dance</u>
<b>Grant Lee</b>	<b>Philosophy</b>

**LIBERAL ARTS (Continued)**

<b>Robert Lawrence</b>	<b>Political Science</b>
<b>Evan C. Vlachos</b>	<b>Sociology</b>
<b>Eric Aoki</b>	<b>Speech Communication</b>
<b>Alexandra Bernasek</b>	<b>College-at-Large</b>
<u>Ellen Brinks</u>	<u>College-at-Large</u>
<u>David H. Lindstrom</u>	<u>College-at-Large</u>

**NATURAL RESOURCES**

<u>Barry Noon</u>	<u>Fishery and Wildlife Biology</u>
<b>Wayne Leininger</b>	<b>Forest, Rangeland, and Watershed Stewardship</b>
<b>Sally Sutton</b>	<b>Geosciences</b>
<b>for Jerry Magloughlin</b>	
<b>Alan Bright</b>	<b>Natural Resource Recreation and Tourism</b>

**NATURAL SCIENCES**

<u>David E. Fahrney</u>	<u>Biochemistry and Molecular Biology</u>
<b>Paul Kugrens</b>	<b>Biology</b>
<u>Rich Finke</u>	<u>Chemistry</u>
<b>Dale H. Grit</b>	<b>Computer Science</b>
<b>Kenneth Klopfenstein</b>	<b>Mathematics</b>
<b>R. "Steve" Robinson</b>	<b>Physics</b>
<b>Jack Hautaluoma</b>	<b>Psychology</b>
<b>Philip Lee Chapman</b>	<b>Statistics</b>
<u>Norman Curthoys</u>	<u>College-at-Large</u>
<u>Donald Estep</u>	<u>College-at-Large</u>
<b>Richard Eykholt</b>	<b>College-at-Large</b>
<b>Zinta Byrne</b>	<b>College-at-Large</b>

**VETERINARY MEDICINE AND BIOMEDICAL SCIENCES**

<u>John E. Rash</u>	<u>Biomedical Sciences</u>
<b>David Twedt</b>	<b>Clinical Sciences</b>
<b>Susan LaRue</b>	<b>Environmental and Radiological Health Sciences</b>
<b>Robert L. Jones</b>	<b>Microbiology, Immunology and Pathology</b>
<b>Franklin Garry</b>	<b>College-at-Large</b>
<u>Barbara Powers</u>	<u>College-at-Large</u>
<b>C. W. Miller</b>	<b>College-at-Large</b>
<b>Carol Blair</b>	<b>College-at-Large</b>
<u>Ted S. Stashak</u>	<u>College-at-Large</u>

**UNIVERSITY LIBRARIES**

<b>Donnice Cochenour</b>	<b>Libraries</b>
<b>Lou E. Anderson</b>	<b>At-Large</b>
<b>Michelle Wilke</b>	<b>At-Large</b>

**EX OFFICIO VOTING MEMBERS** (*\*Indicates Member of Faculty Council*)

<b>S. Davies for Israel Broner</b>	<b>Chair, Committee on Faculty Governance</b>
<b>Jackie Hartman</b>	<b>Chair, Committee on Intercollegiate Athletics</b>
<u>Norene Reist</u>	<u>Chair, Committee on Libraries</u>
<b>Richard Eykholt*</b>	<b>Chair, Committee on Responsibilities &amp; Standing of Academic Faculty</b>
<b>Jerry Eckert*</b>	<b>Chair, Committee on Scholarship Research &amp; Graduate Education</b>
<b>Bolivar Senior</b>	<b>Chair, Committee on Scholastic Standards and Awards</b>
<b>Bruce Wunder</b>	<b>Chair, Committee on Strategic and Financial Planning</b>
<b>William Timpson</b>	<b>Chair, Committee on Teaching and Learning</b>
<u>Dennis Lamm*</u>	<u>Chair, Committee on University Programs</u>
<b>Darrell Fontane</b>	<b>Chair, University Curriculum Committee</b>

**OFFICERS OF FACULTY COUNCIL**

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