

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
February 1, 2005

CALL TO ORDER

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. C. W. Miller, Chair.

ANNOUNCEMENTS

Mr. Miller announced that the next regularly scheduled Faculty Council meeting will be held on Tuesday, March 1, 2005 in Room A103 Clark Building at 4:15 p.m.

Mr. Miller announced that Ms. Linda Kuk, Vice President for Student Affairs and Dean of Admissions, will present the Administration/Faculty Council Dialogue on March 1, 2005. She will discuss the recommendations of the Alcohol Task Force and Enrollment Management.

Mr. Miller announced that there is no Current Issues Topic planned for the March 1, 2005 Faculty Council meeting.

Mr. Miller announced that there will be a Campus Farewell Reception for Mr. Peter J. Nicholls on Tuesday, February 22, 2005 from 4:00 to 6:00 p.m. with remarks at 4:45 p.m. The reception will be held in the Lory Student Center West Ballroom.

Mr. Miller noted that the Faculty Council Standing Committee's Tracking Location of Issues is included in the agenda materials on pages 20-21.

Mr. Miller announced that the election for Faculty Council officers will be held at the March 1, 2005 Faculty Council meeting. The nominations for the officers will be announced by the Committee on Faculty Governance later in February. He urged Faculty Council members to submit their nominations. He also explained that the terms of office for the Faculty Council Chair and Vice Chair will not change because the proposed Code change regarding this issue was taken off of the February 9, 2005 Board of Governors agenda for further clarification.

Mr. Miller announced that the University Library has successfully obtained a contract with "Science Direct" after much effort on the part of many people (Colorado Alliance, Faculty Council Resolution, and the Faculty Council Committee on Libraries, etc.)

Mr. Miller announced that the Colorado Commission on Higher Education's (CCHE) February 3, 2005 meeting will be held at Colorado State University - Lory Student Center, North Ballroom at 10:00 a.m. Mr. Miller noted that the CCHE permits public discussion of agenda items at each of its regular meetings so he encouraged faculty members to try and attend.

Mr. Miller asked Mr. Peter J. Nicholls to come forward for a presentation of a Resolution of Appreciation. Mr. Miller explained that Executive Committee, acting for Faculty Council, adopted the following Resolution of Appreciation to Mr. Peter Nicholls:

***Resolution of Appreciation
Peter J. Nicholls, Provost/Academic Vice President***

WHEREAS, Peter J. Nicholls served as Provost and Academic Vice President for Colorado State University since March 1, 2002;

WHEREAS, He has provided leadership to the departments, colleges, and University with intelligence, and integrity;

WHEREAS, He contributed to the deliberations of the Faculty Council and its Executive Committee with insight and openness;

WHEREAS, He graced the Office of the Provost with his calm demeanor, and gentle humor;

BE IT RESOLVED, That the Faculty Council of Colorado State University expresses appreciation for his contributions and wishes him success in his future endeavors.

***Colorado State University Faculty Council
February 1, 2005***

MINUTES TO BE APPROVED

A. FACULTY COUNCIL MEETING MINUTES - DECEMBER 7, 2004

Mr. Evan Vlachos MOVED TO APPROVE THE FACULTY COUNCIL MEETING MINUTES OF DECEMBER 7, 2004.

THE DECEMBER 7, 2004 FACULTY COUNCIL MINUTES WERE APPROVED.

REPORTS TO BE RECEIVED

A. BOARD OF GOVERNORS MEETING - DECEMBER 14, 2004 AND JANUARY 27, 2005 - MR. PAUL KUGRENS, FACULTY REPRESENTATIVE TO THE BOARD OF GOVERNORS.

Mr. Miller recognized Mr. Kugrens to present his reports on the December 14, 2004 Board of Governors meeting and the special meeting held on January 27, 2005.

Mr. Kugrens noted that his written report is on pages 34-37 of the February 1, 2005 Faculty Council agenda. Mr. Kugrens reported that a special meeting of the Board of Governors was held on Thursday, January 27, 2005 in Denver, Colorado to work on a Mission Statement for Colorado State University. Mr. Ted Willey of Willey and Associates was invited to the meeting to participate as the mediator. Mr. Kugrens explained that a vision statement was developed. The vision statement adopted follows:

“The Colorado State University System will be a premier institution of higher education.”

Due to time constraints the development of the mission statement was postponed until another special meeting can be called.

MR. KUGRENS' REPORT WAS RECEIVED.

B. PROVOST/ACADEMIC VICE PRESIDENT REPORT - MR. PETER NICHOLLS,
PROVOST/ACADEMIC VICE PRESIDENT

Mr. Miller recognized Mr. Peter Nicholls, Provost/Academic Vice President to present a report.

Mr. Nicholls reported that a Council of Deans Budget Retreat was held on Wednesday, January 25, 2005 at TAMASAG. The Deans made presentations at the retreat and Mr. Nicholls will be presenting the academic affairs budget to the President and the President's cabinet. On March 7, 2005, additional budget hearings will be held and on April 18 and 19 open budget hearings will take place.

MR. NICHOLLS' REPORT WAS RECEIVED.

C. UNIVERSITY DIVERSITY REPORT - MS. DANA HIATT, DIRECTOR, OFFICE OF EQUAL
OPPORTUNITY

Mr. Miller recognized Ms. Dana Hiatt, Director, Office of Equal Opportunity to present a report on University Diversity. Ms. Hiatt noted that her written report could be found on pages 38 - 61 of the February 1, 2005 Faculty Council agenda materials.

Ms. Hiatt reported that the report reflects the University's commitment to continued progress in diversity. Ms. Hiatt noted that student recruitment and retention are consistent with U.S. Supreme Court decisions. She reported that the University continues to strive to recognize underrepresented groups in our faculty recruitment, and promotion and tenure decisions. Ms. Hiatt stated the University has made progress in diversity and will continue to make progress in this area.

MS. HIATT'S REPORT WAS RECEIVED.

SPECIAL ACTIONS

A. CHANGES IN CURRICULUM TO BE APPROVED: UNIVERSITY CURRICULUM COMMITTEE
MINUTES: NOVEMBER 12 AND 19, AND DECEMBER 3 AND 10, 2004

Mr. James Lindsay, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPTS THE ACTION ITEMS IN THE NOVEMBER 12 AND 19 AND DECEMBER 3 AND 10, 2004 UNIVERSITY CURRICULUM COMMITTEE MEETING MINUTES CHANGES IN CURRICULUM.

Mr. Lindsay noted the following exemptions in the December 3 and 10, 2004 University Curriculum Committee minutes:

Request to Change Minimum Grade Requirement - Major in Economics
Proposal for Mathematics Graduate Interdisciplinary Studies Program
Request to add Track 2 Disciplinary Honors Scholar to University Honors Program
Request to Change Catalog Copy - Department of Sociology

MR. LINDSAY'S MOTION WAS ADOPTED WITH THE EXEMPTIONS.

B. PROPOSAL FOR SECOND TRACK IN UNIVERSITY HONORS PROGRAM - UNIVERSITY CURRICULUM COMMITTEE

Mr. Lindsay, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPTS A PROPOSAL FOR A SECOND TRACK IN THE UNIVERSITY HONORS PROGRAM, "DISCIPLINARY" HONORS SCHOLAR EFFECTIVE FALL SEMESTER 2005 AS FOLLOWS:

An additional track in the University Honors Program, that of "Disciplinary" Honors Scholar, be approved and made available to students beginning in Fall Semester 2005.

"Disciplinary" refers to the student's major designation, e.g., History Honors Scholar or Biology Honors Scholar, or in some case a disciplinary designation that may be different from the student's major.

Mr. Lindsay explained that from the document presented to the Council of Dean, President's Cabinet, and part of the materials considered by the University Curriculum Committee:

"The University Honors Program (UHP) Five Year Review Committee, The Provost's ad hoc committee, and the Learning Task Force of the University Strategic Planning Committee, all recommended adding a curriculum track that would attract high ability new freshmen students with significant amounts of college credits (e.g., AP and IB) and academically talented students. These recommendations are complementary to the University's emphasis on enrolling more high ability students.

The Faculty Honors Council . . . has examined this proposal and developed an additional curriculum track for consideration. The University Honors Program endorses the Faculty Honors Committee's unanimous recommendation (10-0-0) for a 'discipline based' Honors Scholar Track. . . ."

MR. LINDSAY'S MOTION WAS ADOPTED.

C. PROPOSED MATHEMATICS GRADUATE INTERDISCIPLINARY STUDIES PROGRAM - UNIVERSITY CURRICULUM COMMITTEE

Mr. Lindsay, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPTS A PROPOSAL FOR A MATHEMATICS GRADUATE INTERDISCIPLINARY STUDIES PROGRAM TO BE ESTABLISHED IN THE DEPARTMENT OF MATHEMATICS, EFFECTIVE FALL SEMESTER 2005.

Mr. Lindsay explained that the Mathematics Department proposes that for non-mathematics graduate students who complete a minimum of 12 graduate and 400 level credits in mathematics as part of their graduate studies to receive recognition for advanced study in mathematics. Creating this graduate interdisciplinary studies program will give these students certification of completion of the program on their transcripts. This proposal was reviewed and approved by the Committee on Scholarship, Research, and Graduate Education on November 15, 2004.

MR. LINDSAY'S MOTION WAS ADOPTED.

D. PROPOSED REVISIONS TO THE *2004-2006 UNIVERSITY GENERAL CATALOG* - REVIEW COURSE STATEMENT IN ANIMAL SCIENCES AND EQUINE SCIENCE - UNIVERSITY CURRICULUM COMMITTEE

Mr. Lindsay, Chair, University Curriculum Committee, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *2004-2006 UNIVERSITY GENERAL CATALOG* - REVIEW COURSE STATEMENT IN ANIMAL SCIENCES AND EQUINE SCIENCE, EFFECTIVE FALL SEMESTER 2005 AS FOLLOWS:

Additions - Underline Deletions - ~~Overscored~~

The following review course statement for the science concentration in the animal sciences major (B.S. degree program) be removed:

~~M CC 120 A B and M CC 121 are considered review courses; credit in these courses may not be used toward a degree in the science concentration in the major in animal sciences.~~

The following review course statement for the science concentration in the equine science major (B.S. degree program) be removed:

~~M CC 120 A B and M CC 121 are considered review courses; credit in these courses may not be used toward a degree in the science concentration in the major in equine science.~~

Mr. Lindsay explained that the department desires these courses to count toward the 120 credits needed for a degree in the science concentrations in animal science or equine science.

MR. LINDSAY'S MOTION WAS ADOPTED.

E. PROPOSED MINIMUM GRADE REQUIREMENT REVISIONS - MAJOR IN ECONOMICS - UNIVERSITY CURRICULUM COMMITTEE

Mr. Lindsay, Chair, University Curriculum Committee, MOVED THAT THE PROPOSED MINIMUM GRADE REQUIREMENT FOR MAJORS IN ECONOMICS BE REVISED EFFECTIVE FALL SEMESTER 2005 AS FOLLOWS:

Additions - Underlined Deletions - ~~Overscored~~

Economics majors must achieve a minimum grade of ~~2.0 (C)~~ 1.67 (C-) in each of the economics courses counted toward the major.

Mr. Lindsay explained that the primary reason for this proposed revision is that some instructors choose not to give plus/minus grades, in which case a low C still meets the requirement. But if the student had taken the same course from an instructor who gives plus/minus grades, he/she would have received a C- and would fail to meet the requirement. Making the minimum grade a C- treats all student with greater uniformity.

MR. LINDSAY'S MOTION WAS ADOPTED.

F. PROPOSED REVISIONS TO THE *MANUAL*, ADDING NEW SECTIONS 1.7.3 - APPEAL OF A DISCIPLINARY DECISION, 1.7.4 - CLASSIFICATION AND DEFINITION OF DISCIPLINARY ACTION, AND 1.7.5 - RECORD OF DISCIPLINE - COMMITTEE ON SCHOLASTIC STANDARDS AND AWARDS

Mr. Boris Kondratieff, Chair, Committee on Scholastic Standards and Awards, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED ADDITIONS TO THE *MANUAL* ADDING NEW SECTIONS I.7.3 - APPEAL OF A DISCIPLINARY DECISION, I.7.4 - CLASSIFICATION AND DEFINITION OF DISCIPLINARY ACTION, AND I.7.5 - RECORD OF DISCIPLINE, TO BE EFFECTIVE UPON BOARD OF GOVERNORS APPROVAL AS FOLLOWS:

Addition - Underlined - Deletions - ~~Over~~scored

I.7.3 Appeal of a Disciplinary Decision

A student may appeal a decision of the University Hearing Officer to the University Discipline Committee. The student shall submit a written request for an appeal hearing to the Chair of the University Discipline Committee. The request shall be submitted or postmarked, if mailed, within seven calendar days of the date of receipt of the decision rendered by the Hearing Officer.

The letter requesting an appeal must be specific and clearly state the reasons for the request. The acceptable reasons for an appeal are threefold. First, a student may appeal upon ascertaining that his/her due process rights have been violated through the administrative hearing process. Second, a student may appeal on the basis that the sanction was inappropriate for the infraction for which he/she was charged. Third, a student may appeal if he/she feels there is new information in the case which would alter the determination of innocence or guilt, or which would alter the sanction.

Upon delivery of the request for an appeal hearing, a hearing with a University Discipline Panel as requested by the student will be scheduled within 20 calendar days. While the decision of the appeal is pending, the student must comply with all conditions of the decision of the University hearing, including conditions relating to University owned or operated housing, unless otherwise notified by the Hearing Officer.

The decision of a University Discipline Panel will be the final decision of the University.

I.7.3.1 University Discipline Committee

Ten academic faculty members and ten students will constitute the University Discipline Committee. The Vice President for Student Affairs will request the names of academic faculty members from the Executive Committee of the Faculty Council, and names of student members from the executive officers of the Associated Students of Colorado State University (ASCSU). All full-time academic faculty members above the rank of instructor and all full-time students in good standing with the University are eligible for membership on the University Discipline Committee. The term of membership of any academic faculty members will be three years and student membership will be one year. Discipline Committee members will be selected by June 30 of each year, with their respective terms beginning on July 1 of that year. Vacancies will be filled in the same manner as the initial selection of the respective resigning members. Members may be reappointed for one additional term.

The Vice President for Student Affairs will select one academic faculty member of the Discipline Committee to act as Chair. The Chair of the University Discipline Committee is responsible for assembling the necessary members of a University Discipline Panel. The Chair will make all arrangements for the hearing including time, place, date, notification of persons involved, and a record of the hearing. The Chair may call on the staff of the Office of the Vice President for Student Affairs for any assistance.

After receiving notice of appeal from a student the Chair of the University Discipline Committee will notify the student of the following:

- a. The challenge procedure used in selecting a University Discipline Panel.
- b. The Chair will send a list of the student and academic faculty members of the University Discipline Committee to the student and the Director for Judicial Affairs.
- c. The student and the Director for Judicial Affairs will each have the right to remove, for cause, anyone from the University Discipline Committee list. The University Discipline Committee Chair will decide if just cause exists and remove the designated names from the University Discipline Committee List for that case. From the remaining names, the Chair will randomly draw the names for a University Discipline Panel until three academic faculty members and two students are selected.
- d. The prerogatives of a University Discipline Panel in considering the appeal and making a decision.
- e. The right of the student to appear with an advisor. Such advisor shall be limited to counseling the student. The advisor cannot act as a representative for the student or speak on the student's behalf.
- f. The right of the student to present information on his/her own behalf.
- g. The student will be given a copy of a University Discipline Panel hearing procedures and notice of the time, place, and date of the hearing.

I.7.3.2 University Discipline Panel Hearing Procedure

- a. A University Discipline Panel will hear those cases referred to it by the Director of Judicial Affairs, by a Hearing Officer, or by the Vice President for Student Affairs and those cases appealed to it by the student (s) against whom disciplinary action was taken by the University Hearing Officer. The hearings before a University Discipline Panel will be closed. A written record will be made of all proceedings and actions taken by a University Discipline Panel.
- b. A University Discipline Panel will consist of three academic faculty and two student members. One academic faculty member will be designated as the Panel Chair. All panel members will have one vote, except for the Panel Chair who will vote only in the case of a tie vote.
- c. A quorum of a University Discipline Panel for all proceedings, deliberations, or decisions of the Panel will consist of three members, provided at least one student panel member is present. The decision of a majority of the members of a panel will be the final decision rendered by the Panel.
- d. The hearing will be conducted in accordance with the following format:
 1. The Chair of the Discipline Panel will inform the student of the procedure for conducting the hearing.
 2. The Chair will control the conduct of the hearing with the authority to remove any person(s) who refuses to comply with the rules or determinations as established by the Panel.

3. The Chair will read the violations listed in the notice of violation letter prepared by the Director of Judicial Affairs.
 4. The Chair will ask if the student understands the charges.
 5. The Panel will hear the information in support of the charges as presented by the Hearing Officer. After presentation of the evidence in support of the charges, the student will have the opportunity to:
 - (i) Present information on his/her own behalf concerning any or all of the violations;
 - (ii) Question witnesses testifying in support of the charges;
 - (iii) Call witnesses who will testify on his/her behalf;
 - (iv) Ask questions of the Panel related to the disposition of his/her case.
 6. Members of a University Discipline Panel may ask questions of the student or anyone testifying at the hearing, and the Hearing Officer may question the student and any of the witnesses present. The student may elect not to answer any questions.
 7. The Hearing Officer and the student are allowed to make concluding statements.
 8. The Panel will deliberate in a closed session and render a decision.
 9. A record of the Panel hearing will be made and kept by the Office of the Vice President for Student Affairs.
- e. The Panel's written decision shall be sent to the student by registered mail within seven calendar days. A copy of the decision may be sent to other appropriate offices at the University.

I.7.3.3 University Discipline Panel Decision

A University Discipline Panel will have the discretion to make a decision on a disciplinary appeal involving any of the penalties or sanctions which have been adopted by the University. Specifically, the Panel may adopt the decision of the Hearing Officer or modify the earlier decision by reducing or increasing the level of discipline imposed. Modification of the prior discipline imposed may include any terms or conditions of the initial disciplinary sanction.

I.7.4 Classification and Definitions of Disciplinary Action

No Action

In the event the person or Panel hearing a case finds that the charges against a student are unsubstantiated or exonerate the student, the student's record will be cleared.

Written Warning or Reprimand

A student may be given a written warning or reprimand for minor infractions. These infractions are cumulative.

General Discipline

As a result of several minor infractions or a more serious infraction, a student may be placed on general discipline. A time period is established during which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this discipline, but do not result in loss of good standing with the University. Special conditions may include psychiatric examination and special counseling such as alcohol and drug counseling. A violation of the terms of General Discipline, or subsequent misconduct after discipline, is grounds for further disciplinary action, including disciplinary probation, suspension, dismissal, or expulsion.

Disciplinary Probation

As a result of several minor infractions or a more serious major infraction, a student may be placed on disciplinary probation. A time period of probation is established in which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this discipline. A student on disciplinary probation is not in good standing with the University. Good standing shall include but not be limited to a requirement for eligibility to be appointed as a student representative, to serve on a University committee, to participate in intercollegiate athletics, and for recognition by the University of any office held in a student organization. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including suspension, dismissal, or expulsion.

In the case of a first-year student requested to live in University owned or operated residential facilities, if any of the above actions include eviction from University owned or operated residences, the Coordinator of Judicial Affairs will determine if the student should be allowed to continue as a student without complying with the University's live-in regulations.

Disciplinary Suspension

A student may be temporarily suspended for a serious breach of University discipline. Suspension is for a stated period of time, at the end of which a student may apply for readmission. While under disciplinary suspension, the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University. Special conditions may be stipulated for a student to be considered for reinstatement at the conclusion of the period of suspension.

Disciplinary Dismissal

A student may be dismissed for a serious breach of University discipline. Dismissal is for an indefinite period with the specification that a student must fulfill certain requirements before re-admission will be considered. While under disciplinary dismissal, the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University.

Disciplinary Expulsion

Expulsion is permanent removal from the University with no opportunity to return. Expulsion will be used only in cases of extreme misconduct involving the most severe infractions of societal codes, University policies or rules.

I.7.5 Record of Discipline

The record of disciplinary actions will be kept in the Office of the Vice President for Student Affairs. When a student graduates from Colorado State University, the student's disciplinary record will be sealed and may be destroyed after a reasonable period. If he/she transfers to another institution, this record will be sent upon request to the new institution if released by the student.

Disciplinary expulsion, suspension, or dismissal will be noted on the student's academic transcript only if action has been taken because the student has been found responsible by the University Hearing Officer or Panel for a major drug offense, violence or harm to others, major theft, major destruction of property or conduct endangering the lives and/or property of others, academic dishonesty, or a pattern of significant behavioral problems. The notation of the student's transcript will be made by the Judicial Affairs Officer. In the case of suspension or dismissal when the conditions for reinstatement have been met, the student may petition the Judicial Affairs Officer for reinstatement and/or removal of the notation. If the petition is denied, the student may appeal the decision to a University Discipline Panel in accordance with the established procedure for appeal as set forth in the Student Rights and Responsibilities Policy for Colorado State University (see *General Catalog*).

Mr. Kondratieff explained these additions to the *Manual* were originally approved by the Faculty Council on April 25, 1989 and by the State Board of Agriculture on May 5, 1989 for inclusion in the "*Student Rights and Responsibilities Brochure*" which is distributed by the Colorado State University Division of Student Affairs. Mr. Kondratieff pointed out that this is an official policy regarding disciplinary appeals and should be included in the *Manual* under Section I - Appeals of Academic and Disciplinary Decisions. Mr. Kondratieff noted that the Office of the General Counsel has reviewed the proposal and has no objections.

Mr. Kondratieff requested that the motion be discussed ad seriatim. Without an objection, the motion was considered ad seriatim.

Mr. Miller asked for discussion on Section I.7.3 - Appeal of a Disciplinary Decision.

There was no discussion on this section.

Mr. Miller asked for discussion on Section I.7.3.1 - University Discipline Committee

Mr. Ekyholt asked if the committee considered making the selection of the University Discipline Committee parallel with the procedures following for faculty positions on the Grievance and Sexual Harassment Panel. He pointed out that those positions are elected by the Faculty Council. This policy states that Executive Committee would appoint faculty positions. In addition, Mr. Ekyholt noted that it is not clear if the terms are consecutive or not. Mr. Kondratieff stated that committee did not consider this.

Mr. Miller asked for discussion on Section I.7.3.2 - University Discipline Panel Hearing Procedure

Mr. Ekyholt asked how referrals are done and where the procedures were for this. Mr. Kondratieff stated that he thought procedures were in place in the Judicial Affairs Office.

Mr. Miller asked for discussion on Section I.7.3.3 - University Discipline Panel Decision

There was no discussion on this section.

Mr. Miller asked for discussion on Section I.7.4 - Classification and Definitions of Disciplinary Action.

There was no discussion on this section.

Mr. Miller asked for discussion on Section I.7.5 - Record of Discipline.

Mr. Eykholt said he had concerns about the word “only” used in this section regarding what can be listed on a transcript. He added that since this policy is more than ten years old this language may need to be revised.

Mr. Raymond “Steve” Robinson, MOVED THAT THIS ENTIRE MOTION BE REFERRED TO THE COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY (CORSAF) FOR ITS REVIEW AND RECOMMENDATIONS.

Mr. Robinson stated that it seems that this policy definitely needs more detailed review and feels that the Committee on Responsibilities and Standing of Academic Faculty should review the policy and bring back its recommendations to Faculty Council.

MR. ROBINSON’S MOTION TO REFER TO THE COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY WAS ADOPTED.

G. PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.9 - STUDENTS CALLED TO ACTIVE DUTY - COMMITTEE ON SCHOLASTIC STANDARDS AND AWARDS

Mr. Kondratieff, Chair, Committee on Scholastic Standards and Awards, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.9 - STUDENTS CALLED TO ACTIVE DUTY TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS - ~~OVERSCORED~~

I.9 Students Called to Active Duty

In response to military action declared by the President or Congress in which United States forces are being called into active duty, the University shall apply this policy for the duration of such actions, and the Center for Advising and Student Achievement (CASA) shall execute it.

Any student called to active military duty may upon presentation of a copy of her/his orders to CASA be given a grade of incomplete in courses for which she/he is registered. The student or her/his designate may make this request in person, by letter or by telephone; however, the request will not be processed by the CASA until a copy of the orders are received. The CASA advisers will counsel with the student or her/his designate and the student's instructors to select the option (either withdrawal from the University, cancellation of courses, or taking of an incomplete) that is most appropriate to that student's situation. (Note: The CASA cannot disclose personally identifiable educational information with a third party, even a spouse or other designee, without a signed FERPA Release Form. The FERPA Release Form authorizes CASA to disclose the student’s educational information to her/his designee.)

If the student chooses to withdraw from the University as a result of an undetermined amount of time required away from his/her studies during military service, the tuition paid for the semester will be refunded. If the student opts for an incomplete for the course, tuition will not be refunded. The grade of incomplete shall remain on the student's record for a period not to exceed one year following the end of the semester in which the student re-enrolls at Colorado State University. By this date, the grade will be changed by the instructor or department head of record, or it will ~~revert~~ convert to a grade of F. It will be the responsibility of the CASA personnel to track these students and to keep the Office of the Registrar notified of the status of these students since the time period in which the incomplete grade may remain on the record may vary from the normal University time limits for resolution of incompletes.

Mr. Kondratieff explained that the Committee on Scholastic Standards and Awards is proposing this revision because the current policy does not take into consideration the financial hardship of students going

to war and/or their changing academic interests once they arrive back from war. The present policy makes no exceptions for student who are called to active duty and are unable to complete their course requirements within the specified period (three semesters) before a grade of "Incomplete" converts to an "F."

In addition, under FERPA, CASA is not at liberty to disclose personal identifiable educational information with a third party (even a spouse or other designee). In order to allow this provision, CASA must require that the student sign a FERPA Release Form authorizing CASA to disclose student educational information to their designee.

Mr. Eric Schuck questioned what the requirements were for the student's designee. He also noted that the policy seemed to be oriented to undergraduate students. Mr. Kondratieff stated that CASA would have the regulations regarding the requirements for a student designee. He added that the policy is applicable to all students, but undergraduate students are more likely to be called to active duty. Mr. Kenneth Klopfenstein asked that the language be checked to make sure the Manual states designate and not designee in the old language.

MR. KONDRATIEFF'S MOTION WAS ADOPTED.

- H. PROPOSED REVISIONS TO THE *MANUAL*, NEW SECTION I.10 - DEGREES AWARDED POSTHUMOUSLY - PRESENTED JOINTLY BY COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION AND COMMITTEE ON SCHOLASTIC STANDARDS AND AWARDS BY MR. JERRY ECKERT, CHAIR, COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION

Mr. Eckert, Chair, Committee on Scholarship, Research and Graduate Education, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *MANUAL*, NEW SECTION I.10 - DEGREES AWARDED POSTHUMOUSLY TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS AS FOLLOWS:

ADDITIONS - UNDERLINED - DELETIONS - ~~OVERSCORED~~

I.10 Degrees Awarded Posthumously

In exceptional circumstances, the Board may award degrees posthumously. Recommendations for such an award will only be considered when the student had completed nearly all of the requirements for his or her degree before dying, and when the student's academic record clearly indicates that the degree would have been successfully completed had death not intervened. Nominations for posthumous awarding of the degree will be initiated by the student's department and approved internally by the relevant college dean and the Provost. The posthumous nature of the recommended degree award shall be made explicit when the recommendation is forwarded to the Board. The Provost's office shall be responsible for presenting the degree to appropriate survivors.

Mr. Eckert explained that Colorado State University recognizes the profound loss for the family, friends, and University community when a student dies while enrolled at the University. The awarding of a degree posthumously allows for the acknowledgment and celebration of the student's academic commitment prior to his or her untimely death, and may provide solace for a grieving community. This honor is reserved for only those deceased students who meet the above requirements.

Mr. Eckert noted that this policy, upon approval by the Board of Governors, will also appear in the 2004-06 *General Catalog* and 2004-05 *Graduate and Professional Bulletin* in the appropriate sections.

MR. ECKERT'S MOTION WAS ADOPTED.

- I. PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.11.4 - CLASS ATTENDANCE REGULATIONS - COMMITTEE ON TEACHING AND LEARNING

Mr. James Madl, Chair, Committee on Teaching and Learning, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *MANUAL*, SECTION I.11.4 - CLASS ATTENDANCE REGULATIONS TO BE EFFECTIVE UPON APPROVAL BY THE BOARD OF GOVERNORS AS FOLLOWS:

Additions - Underlined

I.11.4 Class Attendance Regulations

Instructors and departments are responsible for establishing class attendance policies. These policies must accommodate student participation in University-sanctioned extracurricular/cocurricular activities. Students must inform their instructors prior to the anticipated absence and take the initiative to make up missed work in a timely fashion. Instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor's supervision (e.g., examinations, laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.

For the purpose of this regulation, University-sanction activities include all National Collegiate Athletics Association (NCAA) competitions for athletes, cheerleaders, and band members. Additional University-sanctioned activities are those designated by the appropriate Director within the Division of Student Affairs or Academic Affairs. These activities may include intercollegiate club sports competitions and participation at professional meetings. Department-sponsored activities, service learning activities, and other class activities not designated as University-sanctioned events by a Director may be considered for excused absences at the discretion of the instructor.

Mr. Madl explained that the *Manual* states that for class attendance purposes faculty members must accommodate student participation in University-sanctioned extracurricular/cocurricular activities, but does not define these activities. Mr. Madl noted that, in the past, this had led to an inconsistent application of the policy by different instructors. The Associated Students of Colorado State University (ASCSU) recently passed a motion defining University-sanctioned activities. At the request of Faculty Council, the Committee on Teaching and Learning, with input from the Committee on Scholastic Standards and Awards and the Committee on Responsibilities and Standing of Academic Faculty, has modified the ASCSU motion to provide a definition of University-sanctioned activities for use by faculty members.

Mr. Eykholt clarified the role of the Committee on Responsibilities and Standing of Academic Faculty (CORSAF) regarding this proposal. He noted that CORSAF was asked to exclude club sports from the policy and CORSAF voted not to do this. Mr. Klopfenstein expressed concern about the implementation of this policy and inquired if there was a centralized listing of University-sanctioned activities that have been approved so faculty members can review this list before approving an excused absence from class for a student. Mr. Madl said he did not think there was a list of University-sanctioned activities but directors are required to monitor student eligibility for such events. Ms. Jackie Hartman asked how many students would be involved in this process. Mr. Madl responded thousands. Mr. F.C. Ted Weston asked if post season activities such as a senior bowl game would be considered a University-sanctioned activity. Mr. Madl said that type of activity would have to be verified by the athletic department. Mr. Steve Newman asked if class field trips would be impacted. Mr. Madl responded yes, if the field trip interrupted another class. Mr. Klopfenstein asked if directors decide what are sanctioned events and do they have a list of students in those activities. Mr. Madl responded that directors cannot just designate an activity but must also certify the eligibility of a student to participate in an event.

Mr. Schuck MOVED THAT THIS MOTION BE REFERRED BACK TO THE COMMITTEE ON TEACHING AND LEARNING WITH THE FOLLOWING INSTRUCTIONS:

1. Clarify duties of the directors - do they identify University sanctioned activities or approve individual eligibility of students?
2. Identify University sanctioned activities.
3. Provide support materials with list of directors.
4. Establish how the event is approved.
5. Explanation about post season sporting events.

MR. SCHUCK'S MOTION TO REFER BACK TO THE COMMITTEE ON TEACHING AND LEARNING WAS ADOPTED.

J. PROPOSED REVISIONS TO THE *2004-05 GRADUATE AND PROFESSIONAL BULLETIN* - THE ADVISORY SYSTEM (PAGE 18) - COMMITTEE ON SCHOLARSHIP, RESEARCH AND GRADUATE EDUCATION

Mr. Eckert, Chair, Committee on Scholarship, Research and Graduate Education, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *2004-05 GRADUATE AND PROFESSIONAL BULLETIN* - THE ADVISORY SYSTEM (PAGE 18) TO BE EFFECTIVE UPON FACULTY COUNCIL ADOPTION AS FOLLOWS:

Additions - Underlined Deletions - ~~Overscored~~

The Advisory System - (page 18 - ninth paragraph)

The adviser is identified and the committee is appointed through filing a GS Form 6 with the Graduate School. It is the student's responsibility to identify an advisor and a committee, all of whom are willing and qualified to serve. The student's department chair or designee will use his/her best efforts to facilitate selection of the committee and subsequent changes therein. With notification, temporary replacement of a member may be arranged. A member, including the adviser, may resign from the committee in accordance with any applicable provisions in the student's departmental code and Graduate School policies. In such cases, the affected student and his or her department chair will be notified promptly by the departing member. It is then the student's responsibility to obtain a replacement, assisted as needed by the department chair or designee. Any permanent changes are recorded through the filing of GS Form 9A with the Graduate School.

Mr. Eckert explained that there are several reasons why a faculty member might wish to withdraw from an advisory committee. However, there is no policy that permits the faculty member to unilaterally make that decision. This proposed addition to the *2004-2005 Graduate and Professional Bulletin* is intended to:

1. affirm that it is the student's responsibility to determine committee membership;
2. that the student's chair and/or graduate program coordinator are expected to facilitate the process, and;
3. establish the right of the faculty member to resign at his/her own discretion without an impediment.

Mr. Robinson MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

The Advisory System - (page 18 - ninth paragraph)

The adviser is identified and the committee is appointed through filing a GS Form 6 with the Graduate School. It is the student's responsibility to identify an advisor and a committee, all of whom are willing and qualified to serve. The student's department chair or designee will use his/her best efforts to facilitate selection of the committee and subsequent changes therein. With notification, temporary replacement of a member may be arranged. A member, including the adviser, may resign from the committee in accordance with any applicable provisions in the student's departmental code ~~and Graduate School policies~~. In such cases, the affected student and his or her department chair will be notified promptly by the departing

member. It is then the student's responsibility to obtain a replacement, assisted as needed by the department chair or designee. Any permanent changes are recorded through the filing of GS Form 9A with the Graduate School.

Mr. Robinson stated that the policy should remain within the department.

MR. ROBINSON'S MOTION WAS ADOPTED.

MR. ECKERT'S AMENDED MAIN MOTION WAS ADOPTED.

K. PROPOSED REVISIONS TO THE *2004-05 GRADUATE AND PROFESSIONAL BULLETIN* - ASSISTANTSHIPS (PAGE 26) - COMMITTEE ON TEACHING AND LEARNING

Mr. Madl, Chair, Committee on Teaching and Learning, MOVED THAT FACULTY COUNCIL ADOPTS THE PROPOSED REVISIONS TO THE *2004-05 GRADUATE AND PROFESSIONAL BULLETIN* - ASSISTANTSHIPS (PAGE 26) TO BE EFFECTIVE UPON APPROVAL BY FACULTY COUNCIL AS FOLLOWS:

Additions - Underlined - Deletions - ~~Overscored~~

ASSISTANTSHIPS (Page 26 - *Graduate and Professional Bulletin*)

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 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 set forth in the appointment.

Performances of the assistantship duties provides the student with valuable experience which contributes to professional and career development. Most graduate student support at Colorado State University 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. These duties require that teaching assistants be able to communicate effectively in English, as the vast majority of students speak English as their primary language. Usually, teaching assistant duties are confined to beginning-level undergraduate classes.

Departments will conduct the ASCSU course survey for each teaching assistant who is the instructor of record for a course. For teaching assistants who are not the instructor of record but with significant undergraduate teaching contact, departments will ensure that an appropriate survey is completed. These surveys and records of student complaints will be maintained as part of the department's information base and made available to faculty and administration for future assessment of the policy's effectiveness.

~~For non-native speakers of English, additional English competency tests may be required for an appointment to a teaching assistantship. Teaching assistants required to take the TOEFL or IELTS for admission will also be evaluated in an oral presentation to their department before the end of the first week of classes. The presentation to faculty members will be consistent with anticipated lecture and pedagogical requirements in a classroom setting. This evaluation will become part of each teaching assistant's formal record.~~

Departments will use the results of both the oral presentation and course surveys, when available, in determining whether a teaching assistant communicates effectively in English. Departments will ensure that any teaching assistants who do not communicate effectively in English will undertake a

more comprehensive evaluation by the Intensive English Program. Teaching assistants unable to communicate effectively in English will be given assistance to help them become more proficient before being re-evaluated and permitted into undergraduate teaching situations.

No other changes to this section of the *Bulletin*.

Mr. Madl, explained that effective verbal communication is an important part of classroom teaching. Few departments have formal policies evaluating the ability of teaching assistants to communicate in spoken English. A survey conducted by the Associated Students of Colorado State University (ASCSU) of students who had taken a lab or recitation from teaching assistants found that almost 90% had problems communicating with the teaching assistant and more than 70% of those thought their teaching assistant was not proficient in English. This perception that many teaching assistants at Colorado State University are not fluent in English is damaging to the reputation of Colorado State University. For example, the Princeton Review mentioned it unfavorably in a recent rating of Colorado State University. The Committee on Teaching and Learning proposes a uniform policy that would involve several methods of evaluating the ability of teaching assistants to communicate in spoken English. This proposal has been reviewed and approved by the Committee on Scholarship, Research and Graduate Education and the Office of the General Counsel.

Mr. Madl pointed out that this language in this proposal is sensitive and that it has been approved by the Office of the General Counsel so substantive changes could have legal ramifications.

Ms. Susan James noted that in her department, Mechanical Engineering, most international teaching assistant contracts are negotiated and signed before their arrival on campus. She questioned how her department could implement this policy. Mr. Madl explained that upon arrival the teaching assistant should be evaluated upon their performance in the classroom. If this evaluation is not satisfactory, the teaching assistant should be assigned to a non classroom environment. Ms. James asked who would pay for the cost of the teaching assistant evaluations. Mr. Madl responded that would be the expense of each department.

Mr. Klopfenstein MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Departments will use the results of both the oral presentation and course surveys, when available, in determining whether a teaching assistant communicates effectively in English. Departments will ensure that any teaching assistants who do not communicate effectively in English will undertake a more comprehensive evaluation by the Intensive English Program. Teaching assistants unable to communicate effectively in English will be given assistance to help them become more proficient before being re-evaluated and ~~permitted into undergraduate teaching situations~~ assigned responsibilities for classroom instructions.

Mr. Klopfenstein explained that some teaching assistants may not be fluent in classroom teaching but could excel in other areas of teaching.

MR. KLOPFENSTEIN'S MOTION TO AMEND THE MAIN MOTION WAS ADOPTED.

Mr. Robinson MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

~~Teaching assistants required to take the TOEFL or IELTS for admission will also be evaluated in an oral presentation to their department before the end of the first week of classes. The presentation to faculty members will be consistent with anticipated lecture and pedagogical requirements in a classroom setting. This evaluation will become part of each teaching assistant's formal record.~~

Mr. Robinson explained that most departments have procedures in place for evaluating teaching assistants and this paragraph should be removed.

Mr. Madl explained that the Committee on Teaching and Learning included this language to ensure uniform evaluations of teaching assistants.

Ms. Courtney Cage, Director of Academics, Associated Students of Colorado State University, was recognized by Mr. Miller to speak. Ms. Cage asked if the decade old system is working why is there a problem. She noted that ASCSU felt so strongly about this issue, it adopted a bill about evaluating the language ability of teaching assistant before they are allowed to teach in a classroom. The ASCSU is very passionate about this issue.

Mr. Eric Aoki called for a quorum.

There was not a quorum present and the meeting was adjourned at 5:55 p.m.

C. W. Miller, Chair
Robert Jones, Vice Chair
Diane L. Maybon, Recording Secretary

ATTENDANCE

BOLD INDICATES PRESENT AT MEETING - UNDERLINE INDICATES ABSENT AT MEETING

AGRICULTURAL SCIENCES

Jerry Eckert	Agricultural and Resource Economics
<u>J. Daryl Tatum</u>	<u>Animal Sciences</u>
<u>Louis Bjosted</u>	<u>Bioagricultural Sciences & Pest Management</u>
Harrison Hughes, Excused	Horticulture & Landscape Architecture
Keith Paustian	Soil and Crop Sciences
Steve Newman	College-at-Large
Eric Schuck (for Dana Hoag Spring 2005)	College-at-Large
Phil Westra	College-at-Large

APPLIED HUMAN SCIENCES

K. Leigh for Molly Eckman	Design, Merchandising, and Consumer Sciences
Robert Gotshall	Health and Exercise Science
David A. Sampson	Food Science and Human Nutrition
David Macphee	Human Development and Family Studies
Michael Nobe	Construction Management
David Greene	Occupational Therapy
Cliff Harbour for B.Timpson	School of Education
Robert Seiz	School of Social Work

BUSINESS

William Mister	Accounting
F.C. "Ted" Weston	Computer Information Systems
Timothy Gallagher	Finance and Real Estate
Jackie Hartman	Management
Kathleen Kelly	Marketing

ENGINEERING

<u>Chris Kummerow</u>	<u>Atmospheric Science</u>
A. Ted Watson	Chemical Engineering
Ramchand Oad	Civil Engineering
H. J. Siegel	Electrical and Computer Engineering
S. James for Azer Yalin	Mechanical Engineering
<u>TBA</u>	<u>College-at-Large</u>
<u>Darrell Fontane</u>	<u>College-at-Large</u>

LIBERAL ARTS

L. Kwiatkowski for M. Glantz	Anthropology
Gary Keimig	Art
Steven J. Shulman	Economics
Pam Coke, Excused	English
<u>Michael Abeyta</u>	<u>Foreign Languages and Literatures</u>
Diane C. Margolf	History
Jamie Switzer	Journalism and Technical Communication
William Davis	Music, Theater, and Dance
Michael Losonsky	Philosophy
Brad MacDonald	Political Science
Evan C. Vlachos	Sociology
Eric Aoki	Speech Communication
Alexandra Bernasek	College-at-Large
Jane Kneller	College-at-Large
Donna Rouner	College-at-Large

NATURAL RESOURCES

<u>Barry Noon</u>	<u>Fishery and Wildlife Biology</u>
<u>Douglas Rideout</u>	<u>Forest, Rangeland, and Watershed Stewardship</u>
Sally Sutton	Geosciences
Alan Bright	Natural Resource Recreation and Tourism
<u>Glenn Haas</u>	<u>College-at-Large</u>

NATURAL SCIENCES

<u>Jennifer Nyborg</u>	<u>Biochemistry and Molecular Biology</u>
Bruce Wunder	Biology
<u>Rich Finke</u>	<u>Chemistry</u>
Dale H. Grit	Computer Science
Kenneth Klopfenstein	Mathematics
R. "Steve" Robinson	Physics
<u>Peter Chen</u>	<u>Psychology</u>
<u>Philip Lee Chapman</u>	<u>Statistics</u>
<u>Norman Curthoys</u>	<u>College-at-Large</u>
<u>Donald Estep</u>	<u>College-at-Large</u>
Richard Eykholt	College-at-Large
Zinta Byrne	College-at-Large

VETERINARY MEDICINE AND BIOMEDICAL SCIENCES

George Seidel	Biomedical Sciences
Chris Orton	Clinical Sciences
Susan LaRue	Environmental and Radiological Health Sciences
Julie Inamine	Microbiology, Immunology and Pathology
<u>Gerald Callahan</u>	<u>College-at-Large</u>
<u>Tony Knight</u>	<u>College-at-Large</u>
<u>Edward Dudek</u>	<u>College-at-Large</u>
<u>Carol Blair</u>	<u>College-at-Large</u>
Joel Bedford	College-at-Large

UNIVERSITY LIBRARIES

Donnice Cochenour	Libraries
Lou Anderson	At-Large
S. Taylor for Michelle Wilde	At-Large

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

Stephen Davies	Chair, Committee on Faculty Governance
Jackie Hartman*	Chair, Committee on Intercollegiate Athletics
<u>Todd Queen</u>	<u>Chair, Committee on Libraries</u>
Richard Eykholt*	Chair, Committee on Responsibilities & Standing of Academic Faculty
Jerry Eckert*	Chair, Committee on Scholarship Research & Graduate Education
Boris Kondratieff	Chair, Committee on Scholastic Standards and Awards
<u>Kirk Hallahan</u>	<u>Chair, Committee on Strategic and Financial Planning</u>
James Madl	Chair, Committee on Teaching and Learning
<u>Philip Chapman</u>	<u>Chair, Committee on University Programs</u>
James Lindsay	Chair, University Curriculum Committee

OFFICERS OF FACULTY COUNCIL

C. W. Miller	Chair, Faculty Council
Robert Jones	Vice Chair, Faculty Council
Paul Kugrens	BOG Representative - Parliamentarian

NON-ELECTED NON-VOTING MEMBERS

Larry Edward Penley, Excused	President
Peter J. Nicholls	Provost/Academic Vice President
Anthony Frank	Senior Vice President and Vice President for Research and Information Technology
<u>Linda Kuk</u>	<u>Vice President for Student Affairs and Dean of Admissions</u>
<u>Marc Johnson</u>	<u>Dean, College of Agricultural Sciences and Vice Provost for Outreach</u>
<u>April Mason</u>	<u>Dean, College of Applied Human Sciences</u>
<u>Heather Hardy</u>	<u>Dean, College of Liberal Arts</u>
<u>Ajay Menon</u>	<u>Dean, College of Business</u>
<u>Steven Abt</u>	<u>Interim Dean, College of Engineering</u>
<u>Joyce Berry</u>	<u>Dean, College of Natural Resources</u>
<u>Rick Miranda</u>	<u>Dean, College of Natural Sciences</u>
<u>Lance Perryman</u>	<u>Dean, College of Veterinary Medicine and Biomedical Sciences</u>
<u>Catherine Murray-Rust</u>	<u>Dean, University Libraries</u>
Peter Dorhout	Vice Provost for Graduate Studies and Assistant Vice President for Research