

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

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

MINUTES
FACULTY COUNCIL
September 6, 2005

CALL TO ORDER

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. Robert L. Jones, Chair.

ANNOUNCEMENTS

- A. Next Faculty Council Meeting - October 4, 2005 - A103 Clark Building - 4:15 p.m.

Mr. Jones announced that the next Faculty Council meeting will be held on October 4, 2005 in Room A103 Clark Building.

- B. Administrative/Faculty Dialogue - October 4, 2005 - 3:45 to 4:15 p.m. - Mr. Danny Tomlinson, Legislative Liaison, "Update on Legislative Issues"

Mr. Jones confirmed that Mr. Danny Tomlinson, Legislative Liaison will be presenting the Administrative/Faculty Council Dialogue at the October 4, 2005 Faculty Council meeting.

- C. Faculty Council Current Issues Topic - October 4, 2005: "Academic Freedom and Freedom of Speech"

Mr. Jones confirmed that the Faculty Council Current Issues Topic for October 4, 2005 will be centered around a discussion on "Academic Freedom and Freedom of Speech."

- D. President's Fall Address & University Picnic - On the Oval - September 8, 2005 - 11:30 to 1:00 p.m.

Mr. Jones announced that the President's Fall Address and University Picnic will be held on the Oval on Thursday, September 8, 2005 from 11:30 a.m. to 1:00 p.m.

- E. Faculty Council Attendance Summary 2004-2005

Mr. Jones announced that the Faculty Council Attendance Summary was included for the Faculty Council members' information. He stressed the importance of attendance and participation at the Faculty Council meetings.

- F. Faculty Council - Location of Issues (Tracking) Update 2005-2006

Mr. Jones announced that the Location of Issues are actually issues that committees are working on. This is a current list but it changing constantly.

- G. Schedule of Faculty Council/Executive Committee Meeting Dates 2005-2006

- H. Faculty Council Annual Report - Board of Governors 2004-2005

- I. Faculty Council Membership List 2005-2006

- J. Faculty Council Standing Committee Membership List 2005-2006

- K. Parliamentary Motions - Quick Reference

- L. Parliamentary Motions - What They Mean

- M. Faculty Council Standing Rules for Open Forum and Informal Discussions

Mr. Jones noted that items "G" through "M" have been included in the Faculty Council agenda items as information for Faculty Council members.

- N. Student Representative Elections to Faculty Council Standing Committees - October 4, 2005 Faculty Council Meeting - Committee on Faculty Governance

Ms. Sue Pendell, Chair, Committee on Faculty Governance, announced that the elections for student representative on Faculty Council will be held at the October 4, 2005 meeting. Nominations are forthcoming from the Associated Students of Colorado State University and the Graduate Student Council.

- O. July 21, 2005 Letter to Students - Re: Tuition Increases

Mr. Jones announced that a letter to students regarding tuition increases was included in the Faculty Council agenda materials as information for Faculty Council members.

MINUTES TO BE APPROVED

- A. FACULTY COUNCIL MEETING MINUTES - May 3, 2005

THE MAY 3, 2005 FACULTY COUNCIL MINUTES WERE APPROVED BY UNANIMOUS CONSENT.

REPORTS TO BE RECEIVED

- A. FACULTY COUNCIL REPRESENTATIVE TO THE BOARD OF GOVERNORS - MR. PAUL KUGRENS AND MR. F. C. "TED" WESTON

Mr. Kugrens reported that written reports from the May 3 and June 15, 2005 Board of Governors' meetings were submitted by Mr. Paul Kugrens and included in the agenda items. Mr. Weston's report on the August 26, 2005 Board of Governors' meeting was distributed to Faculty Council members. Mr. Weston presented an overview of his August 26, 2005 report.

MR. KUGRENS' AND MR. WESTON'S REPORTS WERE RECEIVED.

- B. SENIOR VICE PRESIDENT/PROVOST REPORT - MR. TONY FRANK, SENIOR VICE PRESIDENT/PROVOST

Mr. Jones recognized Mr. Tony Frank, Senior Vice President/Provost to present his report. Mr. Frank reported that Mr. Alan Lamborn accepted the position as the Vice Provost for Undergraduate Studies and began his duties on July 1. Mr. Tom Gorell has agreed to continue as the permanent Vice Provost for Faculty Affairs. He announced that Mr. James Cooney has accepted the position of Director of International Programs and his start date is December 2005. Mr. Frank explained that the Dean of Engineering search failed and a new search will be implemented. He announced that Ms. Sandra Woods has been named interim Dean of Engineering and also thanked Mr. Steven Abt for his exceptional service as interim Dean of Engineering during the last search. Mr. Frank announced that Heather Hardy, Dean of Liberal Arts left the University this summer and Ms. Ann Gill has been named as interim Dean of Liberal Arts until a search for that position can be implemented. Mr. Frank added that he is deliberating with the Council of Deans regarding a national search for the Vice President for Research. Mr. Hank Gardner is currently interim Vice President for Research.

Mr. Frank explained that early figures are showing a decrease in non-resident student enrollment and in student retention. He noted that the census for this study should be complete on Wednesday, but added that this should not change the budget.

Mr. Frank announced that President Penley, in the near future, will begin discussions regarding the 2006-07 budget with the Colorado Commission on Higher Education. Some issues that will be considered will be faculty salary increases, growth in faculty positions, and increases in benefit pay for State Classified Employees. Mr. Frank noted that the cost of utilities will be significant and will be a budget consideration.

Mr. Frank announced that the Board of Governors at its August 26, 2005 meeting approved a system level plan and Mr. Keith Ickes has been named that Chief Financial Officer for the Colorado State University System.

Mr. Frank reported that some areas of administration at Colorado State University are at risk and discussions are beginning about possible reallocation of funds within administration offices to shore up other administrative offices with deficiencies. There will be more administrative reorganization coming over the fall semester.

Mr. C. W. Miller asked Mr. Frank the process for allocating monies for new faculty lines. Mr. Frank explained that \$800,000 was allocated by the Board of Governors and 15 new faculty positions have been identified.

MR. FRANK'S REPORT WAS RECEIVED.

C. FACULTY COUNCIL CHAIR REPORT - MR. ROBERT JONES, CHAIR, FACULTY COUNCIL

Mr. Jones reported that last spring, Faculty Council approved revisions for the Board of Governors' approval to Sections E.10.4, E.10.5, E.13 and E.14. These revisions pertained to promotion and tenure issues. Sections E.10.4, E.10.5 and E.13 were forwarded to the Board of Governors and the revisions were adopted at its June meeting. However Section E.14 was held at the request of the Provost and the President after consultation with Faculty Council Officers. The President asked that a review of the tenure and promotion process be done in order to identify specific issues or weaknesses within the current policy. In addition, the report on this review will assist him in preparation to defend this policy to the Board of Governors when it does appear on a BOG agenda. In response to this request, Mr. Jones explained that an ad hoc committee was proposed to conduct a Tenure Policy Audit. The committee members would consist of: Mr. Robert Jones, Faculty Council Chair, Mr. F. C. "Ted" Weston, BOG Faculty Representative, Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, Mr. Paul Bell, University Grievance Officer, Mr. Tom Gorell, Vice Provost for Faculty Affairs, and Mr. Laurence Pendelton, Office of the General Counsel. Mr. Jones noted that any findings from this ad hoc committee would be referred to the Committee on Responsibilities and Standing of Academic Faculty for its consideration. In addition, an executive summary of the findings of the committee will be made available.

Mr. Jones reported that the general assembly has authorized, through the University's performance contract, the Colorado Commission on Higher Education to establish a gtPathways Curriculum which will be incorporated into our All University Core Curriculum. Mr. Jones explained that the general assembly action supercedes our *Manual*. Executive Committee, at its August 30 meeting charged the University Curriculum Committee to work with Alan Lamborn, Vice Provost for Undergraduate Studies to meet these challenges and the deadline for implementation - Fall 2007.

Mr. Jones reported that Mr. Kirk Hallahan, Vice Chair of Faculty Council has resigned to assist the President with the Strategic Planning Process. He noted that Mr. Hallahan will be presenting a status report on the University Strategic Plan to Faculty Council at its October 4, 2005 meeting.

Mr. Jones announced that there were openings on two University Committees - The University Parking Management Committee and the *Comment* Advisory Board. He asked that if anyone was interested in serving on either committee that they contact the Faculty Council office or make nominations to the Faculty Council office.

MR. JONES' REPORT WAS RECEIVED

D. GRIEVANCE PANEL ANNUAL REPORT 2004-05 - MR. PAUL BELL, UNIVERSITY GRIEVANCE OFFICER

Mr. Jones recognized Mr. Paul Bell, University Grievance Officer, to present the Grievance Panel Annual Report for 2004-05.

Mr. Jones thanked Mr. Bell for his work as University Grievance Officer. He also noted that there are several vacancies on the Grievance Panel and if anyone has an interest in serving to please contact the Faculty Council office.

MR. BELL'S REPORT WAS RECEIVED.

E. FACULTY COUNCIL STANDING COMMITTEE 2004-05 ANNUAL REPORTS

1. Executive Committee - Chair, Mr. Robert L. Jones

Mr. Jones asked for questions regarding the Executive Committee Report. There were no questions.

The Executive Committee report was received.

2. Committee on Faculty Governance - Chair, Ms. Sue Pendell

Mr. Jones asked for questions regarding the Committee on Faculty Governance report. There were no questions.

The Committee on Faculty Governance report was received.

3. Committee on Intercollegiate Athletics - Immediate Past Chair, Ms. Jackie Hartman

Mr. Jones asked for questions regarding the Committee on Intercollegiate Athletics report. There were no questions.

The Committee on Intercollegiate Athletics reports was received.

4. Committee on Libraries - Immediate Past Chair, Mr. Todd Queen

Mr. Jones asked for questions regarding the Committee on Libraries report. There were no questions.

The Committee on Libraries report was received.

5. Committee on Responsibilities and Standing of Academic Faculty - Chair, Mr. Richard Eykholt

Mr. Jones asked for questions regarding the Committee on Responsibilities and Standing of Academic Faculty report. There were no questions.

The Committee on Responsibilities and Standing of Academic Faculty report was received.

6. Committee on Scholarship, Research & Graduate Education - Chair, Ms. Kathy Partin

Mr. Jones asked for questions regarding the Committee on Scholarship, Research and Graduate Education report. There were no questions.

The Committee on Scholarship, Research and Graduate Education report was received.
7. Committee on Scholastic Standards & Awards - Chair, Mr. Boris Kondratieff

Mr. Jones asked for questions regarding the Committee on Scholastic Standards and Awards report. There were no questions.

The Committee on Scholastic Standards and Awards report was received.
8. Committee on Strategic & Financial Planning - Chair, Mr. F. C. "Ted" Weston.

Mr. Jones asked for questions regarding the Committee on Strategic and Financial Planning report. There were no questions.

The Committee on Strategic and Financial Planning report was received.
9. Committee on Teaching & Learning - Immediate Past Chair, Mr. James Madl

Mr. Jones noted that a report was not submitted for the Committee on Teaching and Learning.
10. Committee on University Programs - Acting Chair, Mr. Frank Peairs

Mr. Jones asked for questions regarding the Committee on University Programs report. There were no questions.

The Committee on University Programs report was received.
11. University Curriculum Committee - Chair, Ms. Carole Makela

Mr. Jones asked for questions regarding the University Curriculum Committee report. There were no questions.

The University Curriculum Committee report was received.

SPECIAL ACTIONS

- A. CONFIRMATION OF FACULTY COUNCIL PARLIAMENTARIAN (TERM 2005-2006) - MR. PAUL KUGRENS

By unanimous consent, Mr. Paul Kugrens was confirmed by Faculty Council members as the Faculty Council Parliamentarian for the 2005-06 term.

- B. CONFIRMATION OF FACULTY COUNCIL SECRETARY (TERM 2005-2006) - MS DIANE MAYBON

By unanimous consent, Ms. Diane Maybon was confirmed by Faculty Council members as the Faculty Council Secretary for the 2005-06 term.

C. FACULTY COUNCIL SPECIAL ELECTION FOR VICE CHAIR - COMMITTEE ON FACULTY GOVERNANCE

Mr. Jones recognized Ms. Sue Pendell, Chair, Committee on Faculty Governance.

Ms. Pendell, Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, Mr. Kenneth Klopfenstein as Vice Chair of Faculty Council with a term September 6, 2005 to June 30, 2006.

Mr. Jones asked for further nominations from the floor. Hearing none, the nominations were closed.

Mr. Kenneth Klopfenstein was elected as the Vice Chair of Faculty Council with a term ending June 30, 2006.

D. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.12.1 - TEACHING AND ADVISING - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

E. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.9 - FACULTY PRODUCTIVITY - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Jones recognized Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty.

Mr. Eykholt MOVED THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE *MANUAL*, SECTIONS E.12.1 - TEACHING AND ADVISING AND E.9 - FACULTY PRODUCTIVITY, 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.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising (~~last revised June 14, 2000~~)

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting

workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity

no change

E.12.3 Service and/or Outreach

no change

E.12.3.1 University Service

no change

E.12.3.2 Professional Service

no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution *no change*

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution
no change

E.9.5 University Effort Distribution
no change

Mr. Eykholt explained that the revisions to Section E.12 recognize the fact that the teaching and outreach activities of faculty with Cooperative Extension appointments may be different than those of traditional faculty. The revisions to Section E.9 recognize that many faculty have Cooperative Extension appointments, and this should be reflected in their workload and effort distributions.

Ms. Pendell MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

MS. PENDELL'S MOTION TO AMEND THE MAIN MOTION WAS ADOPTED.

Mr. David Greene MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension

appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

MR. GREENE'S MOTION WAS NOT ADOPTED.

MR. EYKHOLT'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion is as follows:

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

E.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising *(last revised June 14, 2000)*

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify

deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity
no change

E.12.3 Service and/or Outreach
no change

E.12.3.1 University Service
no change

E.12.3.2 Professional Service
no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit

lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution *no change*

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution *no change*

E.9.5 University Effort Distribution *no change*

F. PROPOSED REVISIONS TO THE 2005-06 GRADUATE AND PROFESSIONAL BULLETIN - DISSERTATION AND THESIS (PAGE 25) - COMMITTEE ON SCHOLARSHIP, RESEARCH AND

GRADUATE EDUCATION

Mr. Jones recognized Ms. Kathy Partin, Chair, Committee on Scholarship, Research and Graduate Education.

Ms. Partin, Chair, Committee on Scholarship, Research and Graduate Education, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *GRADUATE AND PROFESSIONAL BULLETIN 2005-06* REGARDING THESES AND DISSERTATIONS SUBMITTED FOR GRADUATE DEGREES - PAGE 25. IF ADOPTED, THESE REVISIONS BECOME EFFECTIVE UPON APPROVAL BY FACULTY COUNCIL. THE PROPOSED REVISIONS ARE AS FOLLOWS:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In rare circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin explained that there currently is no explicit statement in the Bulletin that dissertations and theses shall be in English, although there is an expectation by advisory committees that they would be. The proposed language makes this an explicit requirement, but allows for a waiver under extenuating circumstances.

Mr. Michael Abeyta MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In ~~rare~~ circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

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

Mr. Abeyta MOVED TO AMENDED THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved ~~by the Vice Provost for Graduate Studies upon justification~~ by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin spoke against this amendment noting that the Graduate School should remain as the central office for processing paperwork on theses and dissertations.

Mr. Peter Dorhout, Vice Provost for Graduate Studies noted that he is responsible for overseeing all theses and dissertations going through the University. He added that in the case of a thesis or dissertation written in a foreign language, he would rely on the department and the student committee to be assured that the student writing the thesis or dissertation was proficient in the language.

MR. ABEYTA'S MOTION TO AMEND THE AMENDED MAIN MOTION WAS ADOPTED.

MS. PARTIN'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion reads as follows:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

THE MEETING WAS ADJOURNED AT 5:20 P.M.

Robert L. Jones, Chair
C. W. Miller, substitute for Kirk Hallahan, Vice Chair
Diane L. Maybon, Recording Secretary

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Jerry Eckert
TBA
Louis Bjostad
Harrison Hughes, Excused
Greg Butters
Dana Hoag
Steve Newman
Phil Westra

Agricultural and Resource Economics
Animal Sciences
Bioagricultural Sciences & Pest Management
Horticulture & Landscape Architecture
Soil and Crop Sciences
College-at-Large
College-at-Large
College-at-Large

Applied Human Sciences

Molly Eckman
Robert W. Gotshall
David A. Sampson
David Macphee
Michael Nobe
David Greene
William Timpson
Mona Schatz

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

Business

William Mister
Dan Turk
Timothy Gallagher
Ray Hogler
Joe Cannon

Accounting
Computer Information Systems
Finance and Real Estate
Management
Marketing

Engineering

Chris Kummerow
TBA
Ramchand Oad
H. J. Siegel
TBA
TBA
Darrell Fontane

Atmospheric Science
Chemical Engineering
Civil Engineering
Electrical and Computer Engineering
Mechanical Engineering
College-at-Large
College-at-Large

Liberal Arts

Lynn Kwiatkowski
Patricia Coronel
Steven J. Shulman
Pam Coke
Michael Abeyta
Jared Orsi
Jamie Switzer
William Davis
Mike Losonsky
Brad MacDonald
Evan Vlachos

Anthropology
Art
Economics
English
Foreign Languages and Literatures
History
Journalism and Technical Communication
Music, Theater, and Dance
Philosophy
Political Science
Sociology

Liberal Arts - Continued

M. Carcasson for Kari Anderson Speech Communication
(Replace Eric Aoki
Sabbatical Fall 2005)

<u>TBA</u>	<u>College-at-Large</u>
Kyle Saunders	College-at-Large
(Replace Jane Kneller)	
Donna Rouner	College-at-Large

Natural Resources

<u>TBA</u>	<u>Fishery and Wildlife Biology</u>
<u>Douglas Rideout</u>	<u>Forest, Rangeland, and Watershed Stewardship</u>
<u>John Ridley</u>	<u>Geosciences</u>
<u>(Replace S. Sutton Sabbatical 2005)</u>	
Maureen Donnelly	Natural Resource Recreation and Tourism
<u>Pat Pellicane</u>	<u>College-at-Large</u>

Natural Sciences

Jennifer Nyborg	Biochemistry and Molecular Biology
Bruce Wunder	Biology
George Barisas	Chemistry
Dale H. Grit	Computer Science
Kenneth Klopfenstein	Mathematics
Raymond (Steve) Robinson	Physics
E. Chavez for Peter Chen	Psychology
Phillip Lee Chapman	Statistics
Stephen Stack	College-at-Large
Nancy Levinger, Excused	College-at-Large
Richard Eykholt	College-at-Large
Zinta Byrne	College-at-Large

Veterinary Medicine and Biomedical Sciences

George Seidel	Biomedical Sciences
<u>Chris Orton</u>	<u>Clinical Sciences</u>
<u>John Reif</u>	<u>Environmental and Radiological Health Sciences</u>
Julie Inamine	Microbiology, Immunology and Pathology
Gerald Callahan	College-at-Large
Tony Knight	College-at-Large
John Zimbrick	College-at-Large
Sue Vandewoude	College-at-Large
Joel Bedford	College-at-Large

University Libraries

L. Feldmann for Michelle Wilde	Libraries
Lou E. Anderson	At-Large
Alea Henle	At-Large

Ex Officio Voting Members

Sue Pendell	Chair - Committee on Faculty Governance
Jackie Hartman	Immediate Past Chair - Committee on Intercollegiate Athletics
Todd Queen, Excused	Immediate Past Chair - Committee on Libraries
Richard Eykholt	Chair* - Committee on Responsibilities and Standing of Academic Faculty
Kathy Partin	Chair - Committee on Scholarship Research and Graduate Education
Boris Kondratieff	Chair - Committee on Scholastic Standards and Awards
F. C. "Ted" Weston	Chair* - Committee on Strategic and Financial Planning
Michael Palmquist	Chair - Committee on Teaching and Learning
Frank Peairs	Acting Chair - Committee on University Programs
Carole Makela	Chair - University Curriculum Committee

*Indicates Elected Member of Faculty Council

Officers of Faculty Council

Robert L. Jones	Chair, Faculty Council
C. W. Miller Substitute for Kirk Hallahan	Vice Chair, Faculty Council
F. C. "Ted" Weston	BOG Representative

Ex-Officio Non-Elected Non-Voting Members

Larry Edward Penley	President
Anthony Frank	Provost/Senior Vice President
<u>Hank Gardner</u>	<u>Interim Vice President for Research</u>
<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 Agriculture and Outreach</u>
April Mason	Dean, College of Applied Human Sciences
Ann Gill	Interim Dean, College of Liberal Arts
<u>Ajay Menon</u>	<u>Dean, College of Business</u>
Sandra Woods	Interim Dean, College of Engineering
<u>Joyce Berry</u>	<u>Dean, College of Natural Resources</u>
Rick Miranda	Dean, College of Natural Sciences
<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 Education and Assistant Vice President for Research
Tom Gorell	Vice Provost for Faculty Affairs
Alan Lamborn	Vice Provost for Undergraduate Studies

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

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

**MINUTES
FACULTY COUNCIL**

September 6, 2005

CALL TO ORDER

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. Robert L. Jones, Chair.

ANNOUNCEMENTS

- A. Next Faculty Council Meeting - October 4, 2005 - A103 Clark Building - 4:15 p.m.

Mr. Jones announced that the next Faculty Council meeting will be held on October 4, 2005 in Room A103 Clark Building.

- B. Administrative/Faculty Dialogue - October 4, 2005 - 3:45 to 4:15 p.m. - Mr. Danny Tomlinson, Legislative Liaison, "Update on Legislative Issues"

Mr. Jones confirmed that Mr. Danny Tomlinson, Legislative Liaison will be presenting the Administrative/Faculty Council Dialogue at the October 4, 2005 Faculty Council meeting.

- C. Faculty Council Current Issues Topic - October 4, 2005: "Academic Freedom and Freedom of Speech"

Mr. Jones confirmed that the Faculty Council Current Issues Topic for October 4, 2005 will be centered around a discussion on "Academic Freedom and Freedom of Speech."

- D. President's Fall Address & University Picnic - On the Oval - September 8, 2005 - 11:30 to 1:00 p.m.

Mr. Jones announced that the President's Fall Address and University Picnic will be held on the Oval on Thursday, September 8, 2005 from 11:30 a.m. to 1:00 p.m.

- E. Faculty Council Attendance Summary 2004-2005

Mr. Jones announced that the Faculty Council Attendance Summary was included for the Faculty Council members' information. He stressed the importance of attendance and participation at the Faculty Council meetings.

- F. Faculty Council - Location of Issues (Tracking) Update 2005-2006

Mr. Jones announced that the Location of Issues are actually issues that committees are working on. This is a current list but it changing constantly.

- G. Schedule of Faculty Council/Executive Committee Meeting Dates 2005-2006

- H. Faculty Council Annual Report - Board of Governors 2004-2005

- I. Faculty Council Membership List 2005-2006

- J. Faculty Council Standing Committee Membership List 2005-2006

- K. Parliamentary Motions - Quick Reference

- L. Parliamentary Motions - What They Mean

- M. Faculty Council Standing Rules for Open Forum and Informal Discussions

Mr. Jones noted that items "G" through "M" have been included in the Faculty Council agenda items as information for Faculty Council members.

- N. Student Representative Elections to Faculty Council Standing Committees - October 4, 2005 Faculty Council Meeting - Committee on Faculty Governance

Ms. Sue Pendell, Chair, Committee on Faculty Governance, announced that the elections for student representative on Faculty Council will be held at the October 4, 2005 meeting. Nominations are forthcoming from the Associated Students of Colorado State University and the Graduate Student Council.

- O. July 21, 2005 Letter to Students - Re: Tuition Increases

Mr. Jones announced that a letter to students regarding tuition increases was included in the Faculty Council agenda materials as information for Faculty Council members.

MINUTES TO BE APPROVED

- A. FACULTY COUNCIL MEETING MINUTES - May 3, 2005

THE MAY 3, 2005 FACULTY COUNCIL MINUTES WERE APPROVED BY UNANIMOUS CONSENT.

REPORTS TO BE RECEIVED

- A. FACULTY COUNCIL REPRESENTATIVE TO THE BOARD OF GOVERNORS - MR. PAUL KUGRENS AND MR. F. C. "TED" WESTON

Mr. Kugrens reported that written reports from the May 3 and June 15, 2005 Board of Governors' meetings were submitted by Mr. Paul Kugrens and included in the agenda items. Mr. Weston's report on the August 26, 2005 Board of Governors' meeting was distributed to Faculty Council members. Mr. Weston presented an overview of his August 26, 2005 report.

MR. KUGRENS' AND MR. WESTON'S REPORTS WERE RECEIVED.

- B. SENIOR VICE PRESIDENT/PROVOST REPORT - MR. TONY FRANK, SENIOR VICE PRESIDENT/PROVOST

Mr. Jones recognized Mr. Tony Frank, Senior Vice President/Provost to present his report. Mr. Frank reported that Mr. Alan Lamborn accepted the position as the Vice Provost for Undergraduate Studies and began his duties on July 1. Mr. Tom Gorell has agreed to continue as the permanent Vice Provost for Faculty Affairs. He announced that Mr. James Cooney has accepted the position of Director of International Programs and his start date is December 2005. Mr. Frank explained that the Dean of Engineering search failed and a new search will be implemented. He announced that Ms. Sandra Woods has been named interim Dean of Engineering and also thanked Mr. Steven Abt for his exceptional service as interim Dean of Engineering during the last search. Mr. Frank announced that Heather Hardy, Dean of Liberal Arts left the University this summer and Ms. Ann Gill has been named as interim Dean of Liberal Arts until a search for that position can be implemented. Mr. Frank added that he is deliberating with the Council of Deans regarding a national search for the Vice President for Research. Mr. Hank Gardner is currently interim Vice President for Research.

Mr. Frank explained that early figures are showing a decrease in non-resident student enrollment and in student retention. He noted that the census for this study should be complete on Wednesday, but added that this should not change the budget.

Mr. Frank announced that President Penley, in the near future, will begin discussions regarding the 2006-07 budget with the Colorado Commission on Higher Education. Some issues that will be considered will be faculty salary increases, growth in faculty positions, and increases in benefit pay for State Classified Employees. Mr. Frank noted that the cost of utilities will be significant and will be a budget consideration.

Mr. Frank announced that the Board of Governors at its August 26, 2005 meeting approved a system level plan and Mr. Keith Ickes has been named that Chief Financial Officer for the Colorado State University System.

Mr. Frank reported that some areas of administration at Colorado State University are at risk and discussions are beginning about possible reallocation of funds within administration offices to shore up other administrative offices with deficiencies. There will be more administrative reorganization coming over the fall semester.

Mr. C. W. Miller asked Mr. Frank the process for allocating monies for new faculty lines. Mr. Frank explained that \$800,000 was allocated by the Board of Governors and 15 new faculty positions have been identified.

MR. FRANK'S REPORT WAS RECEIVED.

C. FACULTY COUNCIL CHAIR REPORT - MR. ROBERT JONES, CHAIR, FACULTY COUNCIL

Mr. Jones reported that last spring, Faculty Council approved revisions for the Board of Governors' approval to Sections E.10.4, E.10.5, E.13 and E.14. These revisions pertained to promotion and tenure issues. Sections E.10.4, E.10.5 and E.13 were forwarded to the Board of Governors and the revisions were adopted at its June meeting. However Section E.14 was held at the request of the Provost and the President after consultation with Faculty Council Officers. The President asked that a review of the tenure and promotion process be done in order to identify specific issues or weaknesses within the current policy. In addition, the report on this review will assist him in preparation to defend this policy to the Board of Governors when it does appear on a BOG agenda. In response to this request, Mr. Jones explained that an ad hoc committee was proposed to conduct a Tenure Policy Audit. The committee members would consist of: Mr. Robert Jones, Faculty Council Chair, Mr. F. C. "Ted" Weston, BOG Faculty Representative, Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, Mr. Paul Bell, University Grievance Officer, Mr. Tom Gorell, Vice Provost for Faculty Affairs, and Mr. Laurence Pendelton, Office of the General Counsel. Mr. Jones noted that any findings from this ad hoc committee would be referred to the Committee on Responsibilities and Standing of Academic Faculty for its consideration. In addition, an executive summary of the findings of the committee will be made available.

Mr. Jones reported that the general assembly has authorized, through the University's performance contract, the Colorado Commission on Higher Education to establish a gtPathways Curriculum which will be incorporated into our All University Core Curriculum. Mr. Jones explained that the general assembly action supercedes our *Manual*. Executive Committee, at its August 30 meeting charged the University Curriculum Committee to work with Alan Lamborn, Vice Provost for Undergraduate Studies to meet these challenges and the deadline for implementation - Fall 2007.

Mr. Jones reported that Mr. Kirk Hallahan, Vice Chair of Faculty Council has resigned to assist the President with the Strategic Planning Process. He noted that Mr. Hallahan will be presenting a status report on the University Strategic Plan to Faculty Council at its October 4, 2005 meeting.

Mr. Jones announced that there were openings on two University Committees - The University Parking Management Committee and the *Comment* Advisory Board. He asked that if anyone was interested in serving on either committee that they contact the Faculty Council office or make nominations to the Faculty Council office.

MR. JONES' REPORT WAS RECEIVED

D. GRIEVANCE PANEL ANNUAL REPORT 2004-05 - MR. PAUL BELL, UNIVERSITY GRIEVANCE OFFICER

Mr. Jones recognized Mr. Paul Bell, University Grievance Officer, to present the Grievance Panel Annual Report for 2004-05.

Mr. Jones thanked Mr. Bell for his work as University Grievance Officer. He also noted that there are several vacancies on the Grievance Panel and if anyone has an interest in serving to please contact the Faculty Council office.

MR. BELL'S REPORT WAS RECEIVED.

E. FACULTY COUNCIL STANDING COMMITTEE 2004-05 ANNUAL REPORTS

1. Executive Committee - Chair, Mr. Robert L. Jones

Mr. Jones asked for questions regarding the Executive Committee Report. There were no questions.

The Executive Committee report was received.

2. Committee on Faculty Governance - Chair, Ms. Sue Pendell

Mr. Jones asked for questions regarding the Committee on Faculty Governance report. There were no questions.

The Committee on Faculty Governance report was received.

3. Committee on Intercollegiate Athletics - Immediate Past Chair, Ms. Jackie Hartman

Mr. Jones asked for questions regarding the Committee on Intercollegiate Athletics report. There were no questions.

The Committee on Intercollegiate Athletics reports was received.

4. Committee on Libraries - Immediate Past Chair, Mr. Todd Queen

Mr. Jones asked for questions regarding the Committee on Libraries report. There were no questions.

The Committee on Libraries report was received.

5. Committee on Responsibilities and Standing of Academic Faculty - Chair, Mr. Richard Eykholt

Mr. Jones asked for questions regarding the Committee on Responsibilities and Standing of Academic Faculty report. There were no questions.

The Committee on Responsibilities and Standing of Academic Faculty report was received.

6. Committee on Scholarship, Research & Graduate Education - Chair, Ms. Kathy Partin

Mr. Jones asked for questions regarding the Committee on Scholarship, Research and Graduate Education report. There were no questions.

The Committee on Scholarship, Research and Graduate Education report was received.
7. Committee on Scholastic Standards & Awards - Chair, Mr. Boris Kondratieff

Mr. Jones asked for questions regarding the Committee on Scholastic Standards and Awards report. There were no questions.

The Committee on Scholastic Standards and Awards report was received.
8. Committee on Strategic & Financial Planning - Chair, Mr. F. C. "Ted" Weston.

Mr. Jones asked for questions regarding the Committee on Strategic and Financial Planning report. There were no questions.

The Committee on Strategic and Financial Planning report was received.
9. Committee on Teaching & Learning - Immediate Past Chair, Mr. James Madl

Mr. Jones noted that a report was not submitted for the Committee on Teaching and Learning.
10. Committee on University Programs - Acting Chair, Mr. Frank Peairs

Mr. Jones asked for questions regarding the Committee on University Programs report. There were no questions.

The Committee on University Programs report was received.
11. University Curriculum Committee - Chair, Ms. Carole Makela

Mr. Jones asked for questions regarding the University Curriculum Committee report. There were no questions.

The University Curriculum Committee report was received.

SPECIAL ACTIONS

- A. CONFIRMATION OF FACULTY COUNCIL PARLIAMENTARIAN (TERM 2005-2006) - MR. PAUL KUGRENS

By unanimous consent, Mr. Paul Kugrens was confirmed by Faculty Council members as the Faculty Council Parliamentarian for the 2005-06 term.
- B. CONFIRMATION OF FACULTY COUNCIL SECRETARY (TERM 2005-2006) - MS DIANE MAYBON

By unanimous consent, Ms. Diane Maybon was confirmed by Faculty Council members as the Faculty Council Secretary for the 2005-06 term.

C. FACULTY COUNCIL SPECIAL ELECTION FOR VICE CHAIR - COMMITTEE ON FACULTY GOVERNANCE

Mr. Jones recognized Ms. Sue Pendell, Chair, Committee on Faculty Governance.

Ms. Pendell, Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, Mr. Kenneth Klopfenstein as Vice Chair of Faculty Council with a term September 6, 2005 to June 30, 2006.

Mr. Jones asked for further nominations from the floor. Hearing none, the nominations were closed.

Mr. Kenneth Klopfenstein was elected as the Vice Chair of Faculty Council with a term ending June 30, 2006.

D. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.12.1 - TEACHING AND ADVISING - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

E. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.9 - FACULTY PRODUCTIVITY - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Jones recognized Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty.

Mr. Eykholt MOVED THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE *MANUAL*, SECTIONS E.12.1 - TEACHING AND ADVISING AND E.9 - FACULTY PRODUCTIVITY, 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.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising (~~last revised June 14, 2000~~)

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting

workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook.*

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity

no change

E.12.3 Service and/or Outreach

no change

E.12.3.1 University Service

no change

E.12.3.2 Professional Service

no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution *no change*

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution
no change

E.9.5 University Effort Distribution
no change

Mr. Eykholt explained that the revisions to Section E.12 recognize the fact that the teaching and outreach activities of faculty with Cooperative Extension appointments may be different than those of traditional faculty. The revisions to Section E.9 recognize that many faculty have Cooperative Extension appointments, and this should be reflected in their workload and effort distributions.

Ms. Pendell MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

MS. PENDELL'S MOTION TO AMEND THE MAIN MOTION WAS ADOPTED.

Mr. David Greene MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension

appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

MR. GREENE'S MOTION WAS NOT ADOPTED.

MR. EYKHOLT'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion is as follows:

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

E.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising *(last revised June 14, 2000)*

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify

deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity
no change

E.12.3 Service and/or Outreach
no change

E.12.3.1 University Service
no change

E.12.3.2 Professional Service
no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit

lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution

no change

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution

no change

E.9.5 University Effort Distribution

no change

F. PROPOSED REVISIONS TO THE 2005-06 GRADUATE AND PROFESSIONAL BULLETIN - DISSERTATION AND THESIS (PAGE 25) - COMMITTEE ON SCHOLARSHIP, RESEARCH AND

GRADUATE EDUCATION

Mr. Jones recognized Ms. Kathy Partin, Chair, Committee on Scholarship, Research and Graduate Education.

Ms. Partin, Chair, Committee on Scholarship, Research and Graduate Education, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *GRADUATE AND PROFESSIONAL BULLETIN 2005-06* REGARDING THESES AND DISSERTATIONS SUBMITTED FOR GRADUATE DEGREES - PAGE 25. IF ADOPTED, THESE REVISIONS BECOME EFFECTIVE UPON APPROVAL BY FACULTY COUNCIL. THE PROPOSED REVISIONS ARE AS FOLLOWS:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In rare circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin explained that there currently is no explicit statement in the Bulletin that dissertations and theses shall be in English, although there is an expectation by advisory committees that they would be. The proposed language makes this an explicit requirement, but allows for a waiver under extenuating circumstances.

Mr. Michael Abeyta MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In ~~rare~~ circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

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

Mr. Abeyta MOVED TO AMENDED THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved ~~by the Vice Provost for Graduate Studies upon justification~~ by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin spoke against this amendment noting that the Graduate School should remain as the central office for processing paperwork on theses and dissertations.

Mr. Peter Dorhout, Vice Provost for Graduate Studies noted that he is responsible for overseeing all theses and dissertations going through the University. He added that in the case of a thesis or dissertation written in a foreign language, he would rely on the department and the student committee to be assured that the student writing the thesis or dissertation was proficient in the language.

MR. ABEYTA'S MOTION TO AMEND THE AMENDED MAIN MOTION WAS ADOPTED.

MS. PARTIN'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion reads as follows:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

THE MEETING WAS ADJOURNED AT 5:20 P.M.

Robert L. Jones, Chair
C. W. Miller, substitute for Kirk Hallahan, Vice Chair
Diane L. Maybon, Recording Secretary

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Jerry Eckert
TBA
Louis Bjostad
Harrison Hughes, Excused
Greg Butters
Dana Hoag
Steve Newman
Phil Westra

Agricultural and Resource Economics
Animal Sciences
Bioagricultural Sciences & Pest Management
Horticulture & Landscape Architecture
Soil and Crop Sciences
College-at-Large
College-at-Large
College-at-Large

Applied Human Sciences

Molly Eckman
Robert W. Gotshall
David A. Sampson
David Macphee
Michael Nobe
David Greene
William Timpson
Mona Schatz

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

Business

William Mister
Dan Turk
Timothy Gallagher
Ray Hogler
Joe Cannon

Accounting
Computer Information Systems
Finance and Real Estate
Management
Marketing

Engineering

Chris Kummerow
TBA
Ramchand Oad
H. J. Siegel
TBA
TBA
Darrell Fontane

Atmospheric Science
Chemical Engineering
Civil Engineering
Electrical and Computer Engineering
Mechanical Engineering
College-at-Large
College-at-Large

Liberal Arts

Lynn Kwiatkowski
Patricia Coronel
Steven J. Shulman
Pam Coke
Michael Abeyta
Jared Orsi
Jamie Switzer
William Davis
Mike Losonsky
Brad MacDonald
Evan Vlachos

Anthropology
Art
Economics
English
Foreign Languages and Literatures
History
Journalism and Technical Communication
Music, Theater, and Dance
Philosophy
Political Science
Sociology

Liberal Arts - Continued

M. Carcasson for Kari Anderson Speech Communication
(Replace Eric Aoki
Sabbatical Fall 2005)

<u>TBA</u>	<u>College-at-Large</u>
Kyle Saunders	College-at-Large
(Replace Jane Kneller)	
Donna Rouner	College-at-Large

Natural Resources

<u>TBA</u>	<u>Fishery and Wildlife Biology</u>
<u>Douglas Rideout</u>	<u>Forest, Rangeland, and Watershed Stewardship</u>
<u>John Ridley</u>	<u>Geosciences</u>
<u>(Replace S. Sutton Sabbatical 2005)</u>	
Maureen Donnelly	Natural Resource Recreation and Tourism
<u>Pat Pellicane</u>	<u>College-at-Large</u>

Natural Sciences

Jennifer Nyborg	Biochemistry and Molecular Biology
Bruce Wunder	Biology
George Barisas	Chemistry
Dale H. Grit	Computer Science
Kenneth Klopfenstein	Mathematics
Raymond (Steve) Robinson	Physics
E. Chavez for Peter Chen	Psychology
Phillip Lee Chapman	Statistics
Stephen Stack	College-at-Large
Nancy Levinger, Excused	College-at-Large
Richard Eykholt	College-at-Large
Zinta Byrne	College-at-Large

Veterinary Medicine and Biomedical Sciences

George Seidel	Biomedical Sciences
<u>Chris Orton</u>	<u>Clinical Sciences</u>
<u>John Reif</u>	<u>Environmental and Radiological Health Sciences</u>
Julie Inamine	Microbiology, Immunology and Pathology
Gerald Callahan	College-at-Large
Tony Knight	College-at-Large
John Zimbrick	College-at-Large
Sue Vandewoude	College-at-Large
Joel Bedford	College-at-Large

University Libraries

L. Feldmann for Michelle Wilde	Libraries
Lou E. Anderson	At-Large
Alea Henle	At-Large

Ex Officio Voting Members

Sue Pendell	Chair - Committee on Faculty Governance
Jackie Hartman	Immediate Past Chair - Committee on Intercollegiate Athletics
Todd Queen, Excused	Immediate Past Chair - Committee on Libraries
Richard Eykholt	Chair* - Committee on Responsibilities and Standing of Academic Faculty
Kathy Partin	Chair - Committee on Scholarship Research and Graduate Education
Boris Kondratieff	Chair - Committee on Scholastic Standards and Awards
F. C. "Ted" Weston	Chair* - Committee on Strategic and Financial Planning
Michael Palmquist	Chair - Committee on Teaching and Learning
Frank Peairs	Acting Chair - Committee on University Programs
Carole Makela	Chair - University Curriculum Committee

*Indicates Elected Member of Faculty Council

Officers of Faculty Council

Robert L. Jones	Chair, Faculty Council
C. W. Miller Substitute for Kirk Hallahan	Vice Chair, Faculty Council
F. C. "Ted" Weston	BOG Representative

Ex-Officio Non-Elected Non-Voting Members

Larry Edward Penley	President
Anthony Frank	Provost/Senior Vice President
<u>Hank Gardner</u>	<u>Interim Vice President for Research</u>
<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 Agriculture and Outreach</u>
April Mason	Dean, College of Applied Human Sciences
Ann Gill	Interim Dean, College of Liberal Arts
<u>Ajay Menon</u>	<u>Dean, College of Business</u>
Sandra Woods	Interim Dean, College of Engineering
<u>Joyce Berry</u>	<u>Dean, College of Natural Resources</u>
Rick Miranda	Dean, College of Natural Sciences
<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 Education and Assistant Vice President for Research
Tom Gorell	Vice Provost for Faculty Affairs
Alan Lamborn	Vice Provost for Undergraduate Studies

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

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

MINUTES
FACULTY COUNCIL
September 6, 2005

CALL TO ORDER

The Faculty Council meeting was called to order at 4:15 p.m. by Mr. Robert L. Jones, Chair.

ANNOUNCEMENTS

- A. Next Faculty Council Meeting - October 4, 2005 - A103 Clark Building - 4:15 p.m.

Mr. Jones announced that the next Faculty Council meeting will be held on October 4, 2005 in Room A103 Clark Building.

- B. Administrative/Faculty Dialogue - October 4, 2005 - 3:45 to 4:15 p.m. - Mr. Danny Tomlinson, Legislative Liaison, "Update on Legislative Issues"

Mr. Jones confirmed that Mr. Danny Tomlinson, Legislative Liaison will be presenting the Administrative/Faculty Council Dialogue at the October 4, 2005 Faculty Council meeting.

- C. Faculty Council Current Issues Topic - October 4, 2005: "Academic Freedom and Freedom of Speech"

Mr. Jones confirmed that the Faculty Council Current Issues Topic for October 4, 2005 will be centered around a discussion on "Academic Freedom and Freedom of Speech."

- D. President's Fall Address & University Picnic - On the Oval - September 8, 2005 - 11:30 to 1:00 p.m.

Mr. Jones announced that the President's Fall Address and University Picnic will be held on the Oval on Thursday, September 8, 2005 from 11:30 a.m. to 1:00 p.m.

- E. Faculty Council Attendance Summary 2004-2005

Mr. Jones announced that the Faculty Council Attendance Summary was included for the Faculty Council members' information. He stressed the importance of attendance and participation at the Faculty Council meetings.

- F. Faculty Council - Location of Issues (Tracking) Update 2005-2006

Mr. Jones announced that the Location of Issues are actually issues that committees are working on. This is a current list but it changing constantly.

- G. Schedule of Faculty Council/Executive Committee Meeting Dates 2005-2006

- H. Faculty Council Annual Report - Board of Governors 2004-2005

- I. Faculty Council Membership List 2005-2006

- J. Faculty Council Standing Committee Membership List 2005-2006

- K. Parliamentary Motions - Quick Reference

- L. Parliamentary Motions - What They Mean

- M. Faculty Council Standing Rules for Open Forum and Informal Discussions

Mr. Jones noted that items "G" through "M" have been included in the Faculty Council agenda items as information for Faculty Council members.

- N. Student Representative Elections to Faculty Council Standing Committees - October 4, 2005 Faculty Council Meeting - Committee on Faculty Governance

Ms. Sue Pendell, Chair, Committee on Faculty Governance, announced that the elections for student representative on Faculty Council will be held at the October 4, 2005 meeting. Nominations are forthcoming from the Associated Students of Colorado State University and the Graduate Student Council.

- O. July 21, 2005 Letter to Students - Re: Tuition Increases

Mr. Jones announced that a letter to students regarding tuition increases was included in the Faculty Council agenda materials as information for Faculty Council members.

MINUTES TO BE APPROVED

- A. FACULTY COUNCIL MEETING MINUTES - May 3, 2005

THE MAY 3, 2005 FACULTY COUNCIL MINUTES WERE APPROVED BY UNANIMOUS CONSENT.

REPORTS TO BE RECEIVED

- A. FACULTY COUNCIL REPRESENTATIVE TO THE BOARD OF GOVERNORS - MR. PAUL KUGRENS AND MR. F. C. "TED" WESTON

Mr. Kugrens reported that written reports from the May 3 and June 15, 2005 Board of Governors' meetings were submitted by Mr. Paul Kugrens and included in the agenda items. Mr. Weston's report on the August 26, 2005 Board of Governors' meeting was distributed to Faculty Council members. Mr. Weston presented an overview of his August 26, 2005 report.

MR. KUGRENS' AND MR. WESTON'S REPORTS WERE RECEIVED.

- B. SENIOR VICE PRESIDENT/PROVOST REPORT - MR. TONY FRANK, SENIOR VICE PRESIDENT/PROVOST

Mr. Jones recognized Mr. Tony Frank, Senior Vice President/Provost to present his report. Mr. Frank reported that Mr. Alan Lamborn accepted the position as the Vice Provost for Undergraduate Studies and began his duties on July 1. Mr. Tom Gorell has agreed to continue as the permanent Vice Provost for Faculty Affairs. He announced that Mr. James Cooney has accepted the position of Director of International Programs and his start date is December 2005. Mr. Frank explained that the Dean of Engineering search failed and a new search will be implemented. He announced that Ms. Sandra Woods has been named interim Dean of Engineering and also thanked Mr. Steven Abt for his exceptional service as interim Dean of Engineering during the last search. Mr. Frank announced that Heather Hardy, Dean of Liberal Arts left the University this summer and Ms. Ann Gill has been named as interim Dean of Liberal Arts until a search for that position can be implemented. Mr. Frank added that he is deliberating with the Council of Deans regarding a national search for the Vice President for Research. Mr. Hank Gardner is currently interim Vice President for Research.

Mr. Frank explained that early figures are showing a decrease in non-resident student enrollment and in student retention. He noted that the census for this study should be complete on Wednesday, but added that this should not change the budget.

Mr. Frank announced that President Penley, in the near future, will begin discussions regarding the 2006-07 budget with the Colorado Commission on Higher Education. Some issues that will be considered will be faculty salary increases, growth in faculty positions, and increases in benefit pay for State Classified Employees. Mr. Frank noted that the cost of utilities will be significant and will be a budget consideration.

Mr. Frank announced that the Board of Governors at its August 26, 2005 meeting approved a system level plan and Mr. Keith Ickes has been named that Chief Financial Officer for the Colorado State University System.

Mr. Frank reported that some areas of administration at Colorado State University are at risk and discussions are beginning about possible reallocation of funds within administration offices to shore up other administrative offices with deficiencies. There will be more administrative reorganization coming over the fall semester.

Mr. C. W. Miller asked Mr. Frank the process for allocating monies for new faculty lines. Mr. Frank explained that \$800,000 was allocated by the Board of Governors and 15 new faculty positions have been identified.

MR. FRANK'S REPORT WAS RECEIVED.

C. FACULTY COUNCIL CHAIR REPORT - MR. ROBERT JONES, CHAIR, FACULTY COUNCIL

Mr. Jones reported that last spring, Faculty Council approved revisions for the Board of Governors' approval to Sections E.10.4, E.10.5, E.13 and E.14. These revisions pertained to promotion and tenure issues. Sections E.10.4, E.10.5 and E.13 were forwarded to the Board of Governors and the revisions were adopted at its June meeting. However Section E.14 was held at the request of the Provost and the President after consultation with Faculty Council Officers. The President asked that a review of the tenure and promotion process be done in order to identify specific issues or weaknesses within the current policy. In addition, the report on this review will assist him in preparation to defend this policy to the Board of Governors when it does appear on a BOG agenda. In response to this request, Mr. Jones explained that an ad hoc committee was proposed to conduct a Tenure Policy Audit. The committee members would consist of: Mr. Robert Jones, Faculty Council Chair, Mr. F. C. "Ted" Weston, BOG Faculty Representative, Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty, Mr. Paul Bell, University Grievance Officer, Mr. Tom Gorell, Vice Provost for Faculty Affairs, and Mr. Laurence Pendelton, Office of the General Counsel. Mr. Jones noted that any findings from this ad hoc committee would be referred to the Committee on Responsibilities and Standing of Academic Faculty for its consideration. In addition, an executive summary of the findings of the committee will be made available.

Mr. Jones reported that the general assembly has authorized, through the University's performance contract, the Colorado Commission on Higher Education to establish a gtPathways Curriculum which will be incorporated into our All University Core Curriculum. Mr. Jones explained that the general assembly action supercedes our *Manual*. Executive Committee, at its August 30 meeting charged the University Curriculum Committee to work with Alan Lamborn, Vice Provost for Undergraduate Studies to meet these challenges and the deadline for implementation - Fall 2007.

Mr. Jones reported that Mr. Kirk Hallahan, Vice Chair of Faculty Council has resigned to assist the President with the Strategic Planning Process. He noted that Mr. Hallahan will be presenting a status report on the University Strategic Plan to Faculty Council at its October 4, 2005 meeting.

Mr. Jones announced that there were openings on two University Committees - The University Parking Management Committee and the *Comment* Advisory Board. He asked that if anyone was interested in serving on either committee that they contact the Faculty Council office or make nominations to the Faculty Council office.

MR. JONES' REPORT WAS RECEIVED

D. GRIEVANCE PANEL ANNUAL REPORT 2004-05 - MR. PAUL BELL, UNIVERSITY GRIEVANCE OFFICER

Mr. Jones recognized Mr. Paul Bell, University Grievance Officer, to present the Grievance Panel Annual Report for 2004-05.

Mr. Jones thanked Mr. Bell for his work as University Grievance Officer. He also noted that there are several vacancies on the Grievance Panel and if anyone has an interest in serving to please contact the Faculty Council office.

MR. BELL'S REPORT WAS RECEIVED.

E. FACULTY COUNCIL STANDING COMMITTEE 2004-05 ANNUAL REPORTS

1. Executive Committee - Chair, Mr. Robert L. Jones

Mr. Jones asked for questions regarding the Executive Committee Report. There were no questions.

The Executive Committee report was received.

2. Committee on Faculty Governance - Chair, Ms. Sue Pendell

Mr. Jones asked for questions regarding the Committee on Faculty Governance report. There were no questions.

The Committee on Faculty Governance report was received.

3. Committee on Intercollegiate Athletics - Immediate Past Chair, Ms. Jackie Hartman

Mr. Jones asked for questions regarding the Committee on Intercollegiate Athletics report. There were no questions.

The Committee on Intercollegiate Athletics reports was received.

4. Committee on Libraries - Immediate Past Chair, Mr. Todd Queen

Mr. Jones asked for questions regarding the Committee on Libraries report. There were no questions.

The Committee on Libraries report was received.

5. Committee on Responsibilities and Standing of Academic Faculty - Chair, Mr. Richard Eykholt

Mr. Jones asked for questions regarding the Committee on Responsibilities and Standing of Academic Faculty report. There were no questions.

The Committee on Responsibilities and Standing of Academic Faculty report was received.

6. Committee on Scholarship, Research & Graduate Education - Chair, Ms. Kathy Partin

Mr. Jones asked for questions regarding the Committee on Scholarship, Research and Graduate Education report. There were no questions.

The Committee on Scholarship, Research and Graduate Education report was received.
7. Committee on Scholastic Standards & Awards - Chair, Mr. Boris Kondratieff

Mr. Jones asked for questions regarding the Committee on Scholastic Standards and Awards report. There were no questions.

The Committee on Scholastic Standards and Awards report was received.
8. Committee on Strategic & Financial Planning - Chair, Mr. F. C. "Ted" Weston.

Mr. Jones asked for questions regarding the Committee on Strategic and Financial Planning report. There were no questions.

The Committee on Strategic and Financial Planning report was received.
9. Committee on Teaching & Learning - Immediate Past Chair, Mr. James Madl

Mr. Jones noted that a report was not submitted for the Committee on Teaching and Learning.
10. Committee on University Programs - Acting Chair, Mr. Frank Peairs

Mr. Jones asked for questions regarding the Committee on University Programs report. There were no questions.

The Committee on University Programs report was received.
11. University Curriculum Committee - Chair, Ms. Carole Makela

Mr. Jones asked for questions regarding the University Curriculum Committee report. There were no questions.

The University Curriculum Committee report was received.

SPECIAL ACTIONS

- A. CONFIRMATION OF FACULTY COUNCIL PARLIAMENTARIAN (TERM 2005-2006) - MR. PAUL KUGRENS

By unanimous consent, Mr. Paul Kugrens was confirmed by Faculty Council members as the Faculty Council Parliamentarian for the 2005-06 term.
- B. CONFIRMATION OF FACULTY COUNCIL SECRETARY (TERM 2005-2006) - MS DIANE MAYBON

By unanimous consent, Ms. Diane Maybon was confirmed by Faculty Council members as the Faculty Council Secretary for the 2005-06 term.

C. FACULTY COUNCIL SPECIAL ELECTION FOR VICE CHAIR - COMMITTEE ON FACULTY GOVERNANCE

Mr. Jones recognized Ms. Sue Pendell, Chair, Committee on Faculty Governance.

Ms. Pendell, Chair, Committee on Faculty Governance, nominated on behalf of the Committee on Faculty Governance, Mr. Kenneth Klopfenstein as Vice Chair of Faculty Council with a term September 6, 2005 to June 30, 2006.

Mr. Jones asked for further nominations from the floor. Hearing none, the nominations were closed.

Mr. Kenneth Klopfenstein was elected as the Vice Chair of Faculty Council with a term ending June 30, 2006.

D. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.12.1 - TEACHING AND ADVISING - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

E. PROPOSED REVISIONS TO THE *MANUAL*, SECTION E.9 - FACULTY PRODUCTIVITY - COMMITTEE ON RESPONSIBILITIES AND STANDING OF ACADEMIC FACULTY

Mr. Jones recognized Mr. Richard Eykholt, Chair, Committee on Responsibilities and Standing of Academic Faculty.

Mr. Eykholt MOVED THAT FACULTY COUNCIL ADOPT THE REVISIONS TO THE *MANUAL*, SECTIONS E.12.1 - TEACHING AND ADVISING AND E.9 - FACULTY PRODUCTIVITY, 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.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising (~~last revised June 14, 2000~~)

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting

workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity

no change

E.12.3 Service and/or Outreach

no change

E.12.3.1 University Service

no change

E.12.3.2 Professional Service

no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution *no change*

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution
no change

E.9.5 University Effort Distribution
no change

Mr. Eykholt explained that the revisions to Section E.12 recognize the fact that the teaching and outreach activities of faculty with Cooperative Extension appointments may be different than those of traditional faculty. The revisions to Section E.9 recognize that many faculty have Cooperative Extension appointments, and this should be reflected in their workload and effort distributions.

Ms. Pendell MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

MS. PENDELL'S MOTION TO AMEND THE MAIN MOTION WAS ADOPTED.

Mr. David Greene MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Section E.12.2:

Evaluation of teaching effectiveness should be designed to highlight strengths, identify deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension

appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

Section E.12.3

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook* and shall be used in the evaluation of faculty with Cooperative Extension appointments.

MR. GREENE'S MOTION WAS NOT ADOPTED.

MR. EYKHOLT'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion is as follows:

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

E.12 Definitions and Indicators for Performance Expectations for Tenure, Promotion, and Merit Salary Increase

E.12.1 Teaching and Advising *(last revised June 14, 2000)*

Teaching involves the systematic transmission of knowledge and skills and the creation of opportunities for learning; advising facilitates student academic and professional development. As part of its mission, the University is dedicated to undergraduate, graduate, professional, and continuing education locally, nationally, and internationally.

Teaching includes but is not limited to classroom and/or laboratory instruction; individual tutoring; supervision and instruction of student researchers; clinical teaching; field work supervision and training; preparation and supervision of teaching assistants; service learning; outreach; and other activities that organize and disseminate knowledge. Faculty supervision or guidance of students in recognized academic pursuits that do not confer any University credit also is considered teaching. Associated teaching activities include class preparation; grading; laboratory or equipment maintenance; preparation and funding of proposals to improve instruction; attendance at workshops on teaching improvement; and planning of curricula and courses of study. Outreach activities such as service learning, conducting workshops, seminars, and consultations, and the preparation of educational materials for those purposes, should be considered as teaching. These outreach activities include teaching efforts of faculty with Cooperative Extension appointments. Scholarly inquiry, essential for maintaining currency and competency in a given field, is also an aspect of teaching.

Excellent teachers are characterized by their command of subject matter; logical organization material and presentation of course material; forming interrelationship among fields of knowledge; energy and enthusiasm; availability to help students outside of class; arousing curiosity, creativity, and critical thought; engaging students in the learning process; providing clear grading criteria; responding respectfully to student questions and ideas.

Evaluation of teaching effectiveness should be designed to highlight strengths, identify

deficiencies, and improve teaching. Evaluation of teaching effectiveness shall involve multiple sources of information such as course syllabi; signed peer evaluations; examples of course improvements; development of new courses and teaching techniques; integration of service learning, appropriate surveys of teaching effectiveness, letters, electronic mail messages, and/or other forms of written comments from current and/or former students; and assessments from conference/workshop attendees. Various additional criteria for teaching effectiveness for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the *Colorado State University Cooperative Extension Employee Handbook*.

Advising activities include, but are not limited to, meeting with students to explain graduation requirements; giving academic advice; giving career advice or referring the student to the appropriate person for that advice; and supervision of or assistance with graduate student theses/dissertations/projects.

Effective advising of students, at both the undergraduate and graduate levels, is a vital part of the teaching-learning process. It is characterized by being available to students, keeping appointments, providing accurate and appropriate advice, and providing knowledgeable guidance.

Evaluation of advising effectiveness can be based upon signed evaluations from current and/or former students, faculty, and professional peers.

The faculty in each academic unit shall develop specific criteria and standards for evaluation and methods for evaluating teaching and advising effectiveness and shall evaluate teaching and advising as part of annual and periodic comprehensive reviews. These criteria, standards, and methods shall be incorporated into departmental codes.

E.12.2 Research and Other Creative Activity
no change

E.12.3 Service and/or Outreach
no change

E.12.3.1 University Service
no change

E.12.3.2 Professional Service
no change

E.12.3.3 Outreach

Outreach is public service essential to fulfilling the academic mission of the University to the external community. It involves education and information transfer activities for constituencies typically not traditional students. Outreach includes but is not limited to presentations, workshops or training sessions; professional consultation; service on local, state, national, or international commissions, advisory boards, corporate boards, or agencies; assisting in program development in grades K-12; participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in distance and continuing education instructional activities including those in an organizational or advisory capacity for University programs; technology transfer and non credit

lectures to groups; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups, and responding to inquiries from citizens. Service rendered in one's professional capacity as a citizen of the community is commendable and can be evaluated as an appropriate faculty activity.

Outreach is evaluated through the amount, quality, and effectiveness of service to the external community. Various additional criteria for outreach for faculty with Cooperative Extension appointments are found in the Statewide and Regional Specialist Roles and Responsibilities document found in the Colorado State University Cooperative Extension Employee Handbook.

PROPOSED REVISIONS TO SECTION E.9:

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

E.9 Faculty Productivity*(last revised June 13, 2001)*

E.9.1 Individual Faculty Effort Distribution

no change

E.9.2 Individual Faculty Workload

Individual workloads for each area of responsibility may vary over time in accordance with the needs and missions of the different academic departments. The overall workload of faculty is intended to be consistent with the full-time (or part-time) nine or 12 month nature of employment at the university. Recognizing the limited number of hours in the work week and the diversity of faculty responsibilities and department mission, workload adjustments may be necessary. Factors on which workload shall be adjusted include, but are not limited to course credits, class size, course level, method of course delivery, type of course (lecture, independent study, internship, supervised student research, thesis/dissertation, clinical, practicum), advising load, off-campus assignments, number of preparations, new preparations, teaching assistants, size and activity of research program, and service and outreach responsibilities, including Cooperative Extension appointments.

E.9.3 Department Effort Distribution

Departments provide distinctive contributions to the overall college and University missions, and department effort distributions should reflect these contributions, including departmental commitments to Cooperative Extension. It is the responsibility of the department head to coordinate the aggregate individual faculty efforts appropriate to the mission of the department.

E.9.4 College Effort Distribution

no change

E.9.5 University Effort Distribution

no change

F. PROPOSED REVISIONS TO THE 2005-06 GRADUATE AND PROFESSIONAL BULLETIN - DISSERTATION AND THESIS (PAGE 25) - COMMITTEE ON SCHOLARSHIP, RESEARCH AND

GRADUATE EDUCATION

Mr. Jones recognized Ms. Kathy Partin, Chair, Committee on Scholarship, Research and Graduate Education.

Ms. Partin, Chair, Committee on Scholarship, Research and Graduate Education, MOVED THAT FACULTY COUNCIL ADOPT THE PROPOSED REVISIONS TO THE *GRADUATE AND PROFESSIONAL BULLETIN 2005-06* REGARDING THESES AND DISSERTATIONS SUBMITTED FOR GRADUATE DEGREES - PAGE 25. IF ADOPTED, THESE REVISIONS BECOME EFFECTIVE UPON APPROVAL BY FACULTY COUNCIL. THE PROPOSED REVISIONS ARE AS FOLLOWS:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In rare circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin explained that there currently is no explicit statement in the Bulletin that dissertations and theses shall be in English, although there is an expectation by advisory committees that they would be. The proposed language makes this an explicit requirement, but allows for a waiver under extenuating circumstances.

Mr. Michael Abeyta MOVED TO AMEND THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In ~~rare~~ circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the Vice Provost for Graduate Studies upon justification by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

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

Mr. Abeyta MOVED TO AMENDED THE MAIN MOTION AS FOLLOWS:

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved ~~by the Vice Provost for Graduate Studies upon justification~~ by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

Ms. Partin spoke against this amendment noting that the Graduate School should remain as the central office for processing paperwork on theses and dissertations.

Mr. Peter Dorhout, Vice Provost for Graduate Studies noted that he is responsible for overseeing all theses and dissertations going through the University. He added that in the case of a thesis or dissertation written in a foreign language, he would rely on the department and the student committee to be assured that the student writing the thesis or dissertation was proficient in the language.

MR. ABEYTA'S MOTION TO AMEND THE AMENDED MAIN MOTION WAS ADOPTED.

MS. PARTIN'S AMENDED MAIN MOTION WAS ADOPTED.

The amended main motion reads as follows:

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

Section Dissertation and Thesis, Page 25 in the 2004-2005 Graduate Bulletin (2005-06 Bulletin will be available after July 1, 2005)

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the student's committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

THE MEETING WAS ADJOURNED AT 5:20 P.M.

Robert L. Jones, Chair
C. W. Miller, substitute for Kirk Hallahan, Vice Chair
Diane L. Maybon, Recording Secretary

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Jerry Eckert
TBA
Louis Bjostad
Harrison Hughes, Excused
Greg Butters
Dana Hoag
Steve Newman
Phil Westra

Agricultural and Resource Economics
Animal Sciences
Bioagricultural Sciences & Pest Management
Horticulture & Landscape Architecture
Soil and Crop Sciences
College-at-Large
College-at-Large
College-at-Large

Applied Human Sciences

Molly Eckman
Robert W. Gotshall
David A. Sampson
David Macphee
Michael Nobe
David Greene
William Timpson
Mona Schatz

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

Business

William Mister
Dan Turk
Timothy Gallagher
Ray Hogler
Joe Cannon

Accounting
Computer Information Systems
Finance and Real Estate
Management
Marketing

Engineering

Chris Kummerow
TBA
Ramchand Oad
H. J. Siegel
TBA
TBA
Darrell Fontane

Atmospheric Science
Chemical Engineering
Civil Engineering
Electrical and Computer Engineering
Mechanical Engineering
College-at-Large
College-at-Large

Liberal Arts

Lynn Kwiatkowski
Patricia Coronel
Steven J. Shulman
Pam Coke
Michael Abeyta
Jared Orsi
Jamie Switzer
William Davis
Mike Losonsky
Brad MacDonald
Evan Vlachos

Anthropology
Art
Economics
English
Foreign Languages and Literatures
History
Journalism and Technical Communication
Music, Theater, and Dance
Philosophy
Political Science
Sociology

Liberal Arts - Continued

M. Carcasson for Kari Anderson Speech Communication
(Replace Eric Aoki
Sabbatical Fall 2005)

<u>TBA</u>	<u>College-at-Large</u>
Kyle Saunders	College-at-Large
(Replace Jane Kneller)	
Donna Rouner	College-at-Large

Natural Resources

<u>TBA</u>	<u>Fishery and Wildlife Biology</u>
<u>Douglas Rideout</u>	<u>Forest, Rangeland, and Watershed Stewardship</u>
<u>John Ridley</u>	<u>Geosciences</u>
<u>(Replace S. Sutton Sabbatical 2005)</u>	
Maureen Donnelly	Natural Resource Recreation and Tourism
<u>Pat Pellicane</u>	<u>College-at-Large</u>

Natural Sciences

Jennifer Nyborg	Biochemistry and Molecular Biology
Bruce Wunder	Biology
George Barisas	Chemistry
Dale H. Grit	Computer Science
Kenneth Klopfenstein	Mathematics
Raymond (Steve) Robinson	Physics
E. Chavez for Peter Chen	Psychology
Phillip Lee Chapman	Statistics
Stephen Stack	College-at-Large
Nancy Levinger, Excused	College-at-Large
Richard Eykholt	College-at-Large
Zinta Byrne	College-at-Large

Veterinary Medicine and Biomedical Sciences

George Seidel	Biomedical Sciences
<u>Chris Orton</u>	<u>Clinical Sciences</u>
<u>John Reif</u>	<u>Environmental and Radiological Health Sciences</u>
Julie Inamine	Microbiology, Immunology and Pathology
Gerald Callahan	College-at-Large
Tony Knight	College-at-Large
John Zimbrick	College-at-Large
Sue Vandewoude	College-at-Large
Joel Bedford	College-at-Large

University Libraries

L. Feldmann for Michelle Wilde	Libraries
Lou E. Anderson	At-Large
Alea Henle	At-Large

Ex Officio Voting Members

Sue Pendell	Chair - Committee on Faculty Governance
Jackie Hartman	Immediate Past Chair - Committee on Intercollegiate Athletics
Todd Queen, Excused	Immediate Past Chair - Committee on Libraries
Richard Eykholt	Chair* - Committee on Responsibilities and Standing of Academic Faculty
Kathy Partin	Chair - Committee on Scholarship Research and Graduate Education
Boris Kondratieff	Chair - Committee on Scholastic Standards and Awards
F. C. "Ted" Weston	Chair* - Committee on Strategic and Financial Planning
Michael Palmquist	Chair - Committee on Teaching and Learning
Frank Peairs	Acting Chair - Committee on University Programs
Carole Makela	Chair - University Curriculum Committee

*Indicates Elected Member of Faculty Council

Officers of Faculty Council

Robert L. Jones	Chair, Faculty Council
C. W. Miller Substitute for Kirk Hallahan	Vice Chair, Faculty Council
F. C. "Ted" Weston	BOG Representative

Ex-Officio Non-Elected Non-Voting Members

Larry Edward Penley	President
Anthony Frank	Provost/Senior Vice President
<u>Hank Gardner</u>	<u>Interim Vice President for Research</u>
<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 Agriculture and Outreach</u>
April Mason	Dean, College of Applied Human Sciences
Ann Gill	Interim Dean, College of Liberal Arts
<u>Ajay Menon</u>	<u>Dean, College of Business</u>
Sandra Woods	Interim Dean, College of Engineering
<u>Joyce Berry</u>	<u>Dean, College of Natural Resources</u>
Rick Miranda	Dean, College of Natural Sciences
<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 Education and Assistant Vice President for Research
Tom Gorell	Vice Provost for Faculty Affairs
Alan Lamborn	Vice Provost for Undergraduate Studies