

To Faculty Council Members: Your critical study of these minutes is requested. If you find errors, please contact Diane Maybon, at 1-5693 or dmaybon@colostate.edu.

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

MINUTES
FACULTY COUNCIL
May 4, 2010

CALL TO ORDER

The Faculty Council meeting was called to order at 4:00 p.m. by Richard Eykholt, Chair.

ANNOUNCEMENTS

- A. Next Faculty Council Meeting - September 7, 2010 - Room A103 - 4:00 p.m.

Eykholt announced that the next regularly scheduled Faculty Council meeting will be held on Tuesday, September 7, 2010 in A103 Clark Building at 4:00 p.m.

- B. Executive Committee Meeting Minutes: March 23, 30, and April 13, 2010

Eykholt announced that the Executive Committee meeting minutes of March 23, 30, and April 13, 2010 have been included in the Faculty Council agenda for informational purposes

MINUTES TO BE APPROVED

- A. Faculty Council Meeting Minutes - April 6, 2010

The April 6, 2010 Faculty Council Meeting Minutes were approved by unanimous consent.

REPORTS TO BE RECEIVED

- A. Provost/Executive Vice President

Rick Miranda, Provost/Executive Vice President reported that he visited the following departments since the last Faculty Council meeting: Philosophy, Food Science and Human Nutrition, Chemical and Biological Engineering, Construction Management, Electrical and Computer Engineering, Horticulture and Landscape Architecture. He also attended the College of Natural Sciences faculty meeting.

Miranda reported that the search for the Dean of College of Natural Sciences is underway, and Sandy Woods, Dean of Engineering, is chairing this search.

Miranda noted that, in January 2009, he was named Principal Investigator and Director of CO-AMP to replace Dr. Omnia El-Hakim during her one-year appointment at the National Science Foundation. He added that Dr. Ernest Chavez is the Co-Principal Investigator for CO-AMP. He reported that he chaired the CO-AMP Alliance meeting held at the CO-AMP office.

Miranda reported that he traveled to his alma-mater "Holy Cross" in Boston to present a colloquium.

Miranda reported that the Colorado State University System strategic plan will be approved at the May 5, 2010 Board of Governors meeting.

Miranda noted that Tom Gorell, Special Assistant to the Provost, and Sally Sutton, Chair, Committee on Strategic and Financial Planning (CoSFP) are working to better involve CoSFP in the process for reviews of proposed new programs. A modification of the Phase I and II processes for reviews of new programs will be completed in the near future.

Miranda noted that the "Celebrate Colorado State" awards were announced at a reception held on April 27, 2010.

Miranda noted that he toured the new Recreation Center, the new addition to Rockwell Hall - College of Business, and Remington House.

Miranda added that the Bernard Osher Foundation awarded Colorado State University's Osher Lifelong Learning Institute a \$1 million endowment. The endowment will allow the Osher Lifelong Learning Institute to operate into perpetuity, offering quality courses and educational opportunities for members aged 50 and better. Miranda noted that he also met with the Society for Senior Scholars.

Miranda reported that 25 students and faculty from East China Normal University came to Colorado State University last week for East-West Week, a celebration of the partnership between the two universities. Four nights of concerts were held at the University Center for the Arts from April 27 through May 1.

Miranda reported that the future of the proposed Weapons Policy will be decided at the May 5, 2010 Board of Governors meeting. Miranda added that the State Appeals Court has overturned the ruling on the University of Colorado's weapons policy.

Miranda reported that the legislature will adjourn next week. He noted that the long bill has been signed by the Governor and there were no significant changes to the Colorado State University appropriations. Tuition increases will be approved by the Board of Governors at its June 2010 meeting. He noted that the proposed tuition increases are as follows:

- resident undergraduate tuition: 9 percent
- non-resident undergraduate tuition: 3 percent
- resident graduate tuition: 15 percent
- non-resident graduate tuition: 5 percent

Miranda reported that SB03 has been introduced to the legislature with only one week left before it adjourns. This bill has been amended by the Governor and the Senate Education Committee is debating it. The bill, if passed, would allow more flexibility for setting tuition and includes a proposal process.

Miranda reported that the position of Associate Provost for Special Projects will be changing from a six month position to a half-time ten month position.

Miranda reported that the President has approved a new tuition revenue sharing model. Increased tuition revenues due to enrollment increased will be divided as follows: 25 percent to the general fund; 25 percent to the Provost office; 50 percent to the colleges.

Matt Malcolm asked about the search for a new Dean for the College of Applied Human Sciences. Miranda responded that a search committee will be formed this summer, and the search will proceed during the Fall 2010 semester.

Miranda's Report was Received.

B. Faculty Council Chair

Eykholt reported that the CU weapons policy was overturned by the State Appeals Court because higher education was not included on the specific list of exemptions.

Eykholt reported that the search for the Director of the Office of Equal Opportunity concluded today, and recommendation were sent to Amy Parsons, Vice President for Administrative Services. In addition, campus interviews for the Vice President for Diversity are on-going this week and that search should end next week.

Eykholt reported that the bill that would allow student members to vote on the Board of Governors failed in a Senate committee.

Eykholt advised Faculty Council members that he will be working with General Counsel and the administration on several issues this summer and asked Faculty Council members to send issues, if any, to him so he could include these in his work this summer.

Eykholt's Report was Received.

UNFINISHED BUSINESS

A. Election - Faculty Council Standing Committee Representatives - Committee on Faculty Governance

Victor Baez, Vice Chair Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, Tom Ingram, College of Business to serve a three year term (July 1, 2010 through June 30, 13) on the Faculty Council Standing Committee - Committee on Responsibilities and Standing of the Academic Faculty.

Eykholt asked if there were any other nominations for the Faculty Council Standing Committees. Hearing no further nominations, the nominations were closed.

Tom Ingram was elected to a three year term beginning July 1, 2010 to June 30, 2013 on the Faculty Council Standing Committee - Committee on Responsibilities and Standing of Academic Faculty.

B. Election - Grievance Panel Faculty Members - Committee on Faculty Governance

Baez, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, Daniel Draper, University Libraries, to serve on the Grievance Panel for a three year term (July 1, 2010 through June 30, 2013).

Eykholt asked if there were any other nominations for the Grievance Panel. Hearing no further nominations, the nominations were closed.

Daniel Draper was elected to a three year term beginning July 1, 2010 to June 30, 2013 on the Grievance Panel.

C. Election - Sexual Harassment Panel Faculty Members - Committee on Faculty Governance

Baez, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following people to serve on the Sexual Harassment Panel:

Allison Level - University Libraries 2010-2013 - three year term
Louise Feldmann - University Libraries 2010 - 2012 - two year term

Eykholt asked if there were any other nominations for the Sexual Harassment Panel. Hearing no further nominations, the nominations were closed.

Allison Level was elected to a three year term beginning July 1, 2010 to June 30, 2013 on the Sexual Harassment Panel.

Louise Feldmann was elected to a two year term beginning immediately through June 30, 2012 on the Sexual Harassment Panel.

D. Election - Discipline Panel Faculty Members - Committee on Faculty Governance

Baez, Vice Chair Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, Paul Kennedy, College of Natural Sciences, to serve on the Discipline Panel for a three year term (July 1, 2010 through June 30, 2013).

Eykholt asked if there were any other nominations for the Discipline Panel. Hearing no further nominations, the nominations were closed.

Paul Kennedy was elected to a three year term beginning July 1, 2010 to June 30, 2013 on the Discipline Panel.

E. Proposed Revision to the *Manual*, Section E.12.1 - Teaching and Advising - Committee on Responsibilities and Standing of Academic Faculty

David Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that Faculty Council adopt the proposed revisions to the *Manual*, Section E.12.1 –Teaching and Advising to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions underlined, deletions ~~overscored~~.

E.12.1 Teaching and Advising (~~last revised August 12, 2009~~)

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/engagement; and other activities that organize and disseminate knowledge. Faculty members' 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/engagement activities such as service learning, conducting workshops, seminars, and consultations, and the preparation of educational materials for those purposes, may be integrated into teaching efforts. These outreach activities include teaching efforts of faculty members with Extension appointments.

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.

Departmental codes shall specify the criteria for the Evaluation of teaching effectiveness; this evaluation 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 course 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. Anonymous letters or comments shall not be used to evaluate teaching, except with the consent of the instructor or as authorized in a department's code.

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 members, 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.

Greene explained that the language describing the evaluation of teaching was clarified and anonymous letters are here restricted from use in evaluation unless allowed by departmental codes.

Eykholt added that the Committee on Teaching and Learning has also endorsed this motion.

Malcolm inquired why a statement is needed regarding anonymous letters and noted that this would invite departments to use comments signed or not. Greene responded that student comments are not always constructive, and the anonymous comments could not be used unless specified in the departmental code or if the instructor gave permission to use them. Phil Chapman asked if this could be considered a line item veto for the instructor. Greene responded that the instructor decides what will be used unless specified in the departmental code. Alan Lamborn stated that this should not be at the discretion of the instructor and should be in the departmental code. The policy should be all one way or the other, and rules should be the same for everyone involved. Greene responded that this would be motivation for departments to include this information in their codes. Lenk added that the number one agenda for the Student Course Survey is to provide better materials to measure. She added that some departments are using information without instructor consent, and this proposal would return the decision back to the instructors. Pamela Coke asked if students will be aware of this policy of anonymous letters not being used. Lenk noted that the new Student Course Survey going into effect next Fall will have instructions that are clear on this matter.

Greene's motion was adopted.

F. Proposed Revisions to the *Manual*, Section I.8 - Student Course Survey - Committee on Teaching and Learning

Margarita Lenk, Chair, Committee on Teaching and Learning, moved that Faculty Council adopts the proposed revisions to the *Manual*, Section I.8, Student Course Survey, to be effective upon approval by the Board of Governors of the Colorado State System as follows:

Additions - Underlined Deletions - ~~Strikeouts~~

I.8 Student Course Survey (*last revised December 8, 1999*)

The Student Course Survey is designed to provide feedback to course instructors ~~and is to be used~~ for course improvement. ~~It is one of the appropriate methods for including student input in evaluating teaching effectiveness as described in Section E.12.1.~~ In addition, it is designed to provide information for students to make informed choices about courses. Each term, course instructors shall conduct a student survey of all the courses they teach through a system administered by the University utilizing the standardized University wide instrument. After the responses are tabulated, the original forms shall be forwarded only to the course instructor, and a quantitative summary of each course surveyed shall be released to the Associated Students of Colorado State University ("ASCSU"), provided that ASCSU contributes a fair share, not to exceed half, of the required financial resources to operate this program. Graduate Teaching Assistants and first year instructors shall administer the survey, but results will not be released to ASCSU. The Committee on Teaching and Learning ~~and the Committee on Responsibilities and Standing of Academic Faculty~~ are is responsible for making recommendations on regarding the survey instrument, on reporting of quantitative results to ASCSU, and on other matters related to this policy and its use. Changes to the Student Course Survey shall be approved by Faculty Council.

Lenk explained that the Student Course Survey has long been used as a method of evaluating courses and instructors at CSU. The quantitative portion of this survey is publicly available and may provide feedback for instructors, and it is one of several metrics that department and or program heads may use to evaluate instructor performance. Some departments have a history of using the written comments as part of the evaluation process of instructors. The policy regarding this use is addressed in E.12.1.

Greene moved, on behalf of the Committee on Responsibilities and Standing of Academic Faculty, to amend the main motion as follows:

~~The Committee on Teaching and Learning and the Committee on Responsibilities and Standing of Academic Faculty are~~ is responsible for making recommendations on for the improvement of regarding the survey instrument, on reporting of quantitative results to ASCSU, and on other matters related to this policy and its use as an assessment of instructor performance and course educational value. Changes to the Student course Survey shall be approved by Faculty Council.

Karrin Anderson asked if this could constrain what could be placed on the Student Course Survey. Greene responded that the instructors are not interested in other issues on the survey, such as classroom facilities, etc., and the main purpose should be to measure instructor performance and course value. Ken Klopfenstein noted that the charge to the Committee on Teaching and Learning is clearly delineated in the Manual, so there is no need to tell the Committee how to make changes to the survey. He added that this amendment limits the scope of issues that could be on the survey. Robert Jones spoke against the amendment noting that the first sentence of this section identified the purpose of the survey.

Greene's motion to amend the main motion was not adopted.

Lenk's motion was adopted.

G. Proposed Revisions to the *Manual*, Section I.7 - Academic and Disciplinary Decisions Involving Students - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that Faculty Council adopts the proposed revisions to the *Manual*, Section I.7 – Academic and Disciplinary Decisions Involving Students, to be effective upon the approval of the Board of Governors of the Colorado State System as follows:

Additions - Underlined Deletions - ~~Strikeouts~~

I.7 Appeals of Academic and Disciplinary Decisions Involving Students

I.7.1 Student Appeals of Grading Decisions (~~last revised June 22, 2006~~)

~~Faculty members~~ Course instructors¹ are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. ~~Faculty members and~~ Course instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement ~~will~~ shall be available to the student for inspection and discussion. ~~A~~ SStudents may appeal ~~faculty grading decisions~~ the grade assigned to him or her by a course instructor. ~~However,~~ The burden of proof, however, rests with the student to demonstrate that ~~the grading decision was made on the basis of any one or more~~ of the following conditions occurred:

- a. ~~★~~ The grading decision was made on some basis other than academic performance and other than as a penalty for academic ~~dishonesty~~ misconduct.
- b. ~~★~~ The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.

¹ The term "faculty member course instructor," as used in Section I.7, is applicable to all persons responsible for assigning grades, including graduate teaching assistants.

- c. ~~A~~ The grading decision was based on an ~~substantial~~, unreasonable, ~~or unannounced~~ departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the ~~faculty member(s)~~ course instructor(s) involved in the decision.

To appeal a grading decision, the student shall submit a written request to the department head. The request must set forth the basis for the appeal, identifying one ~~or more~~ of the three ~~categories set forth~~ criteria listed above. The request must be submitted (or postmarked, if mailed); no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this time period, the grade shall be considered final.

Within thirty (30) calendar days of the receipt of ~~the request for~~ an appeal, the student's appeal shall be provided forwarded to the ~~faculty member or~~ course instructor(s) who assigned the grade, and an appeals committee shall be formed, unless in accordance with the procedures specified in the Departmental Code. If the request is received ~~prior to or during or shortly before~~ the summer session, when the course instructor(s) who assigned the grade or ~~other faculty members of the appeal committee will~~ may not be available, ~~then in which case,~~ the appeals committee ~~will shall~~ be formed no later than thirty (30) days ~~from after~~ the beginning of the following fall semester. ~~This~~ The appeal committee shall be composed of two (2) faculty members and two (2) students from within the department and one (1) ~~outside~~ faculty member from outside the department who shall serve as the voting chair. All five (5) members of the appeal committee shall be voting members. The procedure for the selection of the members of the appeal committee shall be specified in the Department Code.

The appeals committee ~~will shall~~ review the written appeal and the written response(s) ~~from the of the faculty member(s) or~~ course instructor(s). ~~They~~ The appeal committee may elect to separately interview separately both the student and the ~~faculty member or~~ course instructor(s) before rendering a decision. The decision of the appeals committee ~~will shall~~ be based upon whether or not one of the conditions criteria for an appeal set forth listed above has been met. At the conclusion of the deliberations, the committee shall render one of the following two decisions:

- a. The original grading decision is upheld, ~~or~~
- b. The department head or his or her designee(s) ~~will shall~~ reevaluate the student's achievement of academic performance with respect to the instructional objectives of the course and assign a grade accordingly.

~~A~~ Written notice of the summary of the Hearing and the decision of the appeal committee's ~~decision~~ and the reasons for ~~the~~ this decision normally will shall be sent to the student and the ~~faculty member(s) or~~ course instructor(s) within 30 calendar days of the appointment of the committee and shall be retained in the department office for the duration of the student's enrollment at the University. The appeal committee's decision is the final decision of the University. ~~Written summaries of the hearing and decision,~~ together with a rationale for that decision, shall be provided to the student and the faculty member who assigned the grade and shall be retained in the department office for a period of one (1) year.

I.7.2 Student Appeals of Decisions Involving Violations of the Academic Integrity Policy *(last revised June 4, 2008)*

~~Faculty members~~ Course instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty misconduct (see the Colorado State University General Catalog for the Academic Integrity Policy). If a ~~faculty member~~ course instructor has evidence that a student has engaged in an act of academic dishonesty misconduct in his or her course, prior to assigning any academic penalty, the ~~faculty member~~ course instructor will shall notify the student of the concern and make an appointment with the student to discuss the ~~allegations with the student concern~~. The student ~~will shall~~ be given the opportunity to give ~~his/her~~ his or her position on the

matter. After being given this opportunity, if the student admits to engaging in academic dishonesty misconduct, or if the faculty member course instructor judges that the preponderance of evidence supports the allegation of academic dishonesty misconduct, the faculty member course instructor may then assign an academic penalty. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, removing the Repeat/Delete option for that course, or other lesser penalty as the faculty member course instructor deems appropriate. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

Faculty members have a responsibility to report to the Office of Conflict Resolution and Student Conduct Services all cases of academic dishonesty in which a penalty is imposed. Incidents which the faculty member considers major infractions (such as those resulting in the reduction of a course grade or failure of a course) should be accompanied by a recommendation that a hearing be conducted to determine whether additional university disciplinary action should be taken. If the student disputes the decision of the faculty member regarding alleged academic dishonesty, he or she may request a Hearing with the Office of Conflict Resolution and Student Conduct Services. The request must be submitted or postmarked, if mailed, no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade for the course was recorded. If no appeal is filed within this time period, the decision of the faculty member shall be final.

If, after making reasonable efforts, the faculty member course instructor is unable to contact the student; or is unable to collect all relevant evidence before final course grades are assigned, he or she shall either a. Assign an interim grade of Incomplete and notify the student and the Office of Conflict Resolution and Student Conduct Services in writing of the reason such grade was given for this action; or b. Refer the case to the Office of Conflict Resolution and Student Conduct Services for a hearing before deciding on a penalty.

If evidence of academic misconduct is discovered after the final course grades have been submitted, the course instructor shall follow the above procedure in properly notifying the student and providing an opportunity for the student to give his or her position on the matter before making a decision about any academic penalty. The course instructor must notify the student in writing of the infraction and any academic penalty subsequently imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

If the course instructor so desires, he or she may request that the Office of Conflict Resolution and Student Conduct Services conduct a Hearing to determine whether additional disciplinary action should be taken by the University, or if the offense warrants the addition of the "AM" (Academic Misconduct) notation to the student's transcript.

If the student disputes a decision of a course instructor regarding alleged academic misconduct, he or she may request a Hearing with the Office of Conflict Resolution and Student Conduct Services. The request must be submitted (or postmarked, if mailed) no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade for the course was initially recorded or subsequently revised. If no appeal is filed within this time period, the decision of the course instructor shall be final.

★ If a Hearing will be is conducted with by the Office of Conflict Resolution and Student Conduct Services, it shall to determine whether or not a preponderance of evidence exists in support of the allegations of academic dishonesty misconduct and whether additional disciplinary action should be taken by the University.

If a University Hearing Officer finds the Hearing results in a finding of insufficient evidence to support the allegation of academic misconduct or clears the student of the charges, the faculty member course instructor will shall determine a grade based on the student's academic performance and without reflection any consideration of the charge of

academic ~~dishonesty misconduct charge~~ and change any previously assigned grade accordingly. ~~If a University Hearing Officer finds the student culpable, the Hearing Officer may impose additional University disciplinary sanctions. If the Hearing results in a finding of academic misconduct, the Hearing Officer and the course instructor shall confer regarding appropriate sanctions. The course instructor shall make the final decision regarding academic penalties, which may include, among other options, a reduced grade for the course or removal of the Repeat/Delete option. The Hearing Officer shall make the final determination regarding disciplinary sanctions.~~

In ~~a~~ the case of a serious ~~incident~~ infraction or repeat offense of academic ~~dishonesty misconduct~~ that is upheld through a Hearing, the Hearing Officer and the ~~faculty member~~ course instructor shall decide whether the student's transcript ~~will~~ shall be marked with a notation of "ADM," which ~~will~~ shall be explained on the student's transcript as a "finding of Academic ~~Dishonesty~~ Misconduct." A notation of "ADM" ~~will~~ shall be made on the ~~students'~~ student's transcript only if both the Hearing Officer and the ~~faculty member~~ course instructor agrees that this penalty should be imposed. Grades marked on the student's transcript with the designation "ADM" ~~will~~ shall not be eligible for the Repeat/Delete option. ~~Policy described in the University General Catalog in the section "Advising and Registration - About Grades."~~

Information ~~about~~ regarding incidents of academic ~~dishonesty misconduct~~ is kept on file in the Office of Conflict Resolution and Student Conduct Services. No further action is initiated unless the incident constitutes a serious infraction, the student has a prior record of University infractions, or there are subsequent reports of misconduct.

I.7.3 Appeals of Disciplinary Decisions Made by University Hearing Officers

no change

Lenk explained that the proposed changes clarify the existing policy and make it explicit that course instructors are responsible for imposing academic penalties, and Hearing Officers are responsible for imposing disciplinary sanctions. Further, the course instructor and the Hearing Officer must confer and agree on the imposition of the "AM" transcript notation. These changes also make it explicit that course instructors may remove the Repeat/Delete option as an academic penalty. Currently, removal of the Repeat/Delete option is mandatory for all cases in which the final grade is given as a penalty for academic misconduct. However, this penalty is not commonly enforced. Finally, the proposed changes require course instructors to notify students in writing in all cases in which an academic penalty is imposed. This is a change, as the current policy states that course instructors must discuss the allegations with the student, but the results of this discussion do not need to be transmitted to the student.

Eykholt noted that this document has been carefully negotiated with General Counsel and the Student Conduct office. The main changes allow faculty members to make decisions regarding academic misconduct and the Student Conduct office to make decisions regarding behavioral misconduct.

Lamborn noted that academic misconduct decisions should not be the responsibility of a faculty members as the repeat/delete policy is an all University decision. Lenk responded that research found a wide variety of academic dishonesty issues, and that the instructor would have discussion with the Student Conduct office regarding repeat/delete before a decision would be made by the instructor. The Committee on Teaching and Learning felt that the final decision should be made by the instructor.

Lenk's motion was adopted.

H. Proposed Revisions to the *Manual*, Section D.7 - Conditions of Employment for Academic Faculty and Administrative Professionals - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty moved that Faculty Council adopt the proposed revisions to the *Manual*, Section D.7 - Conditions of Employment for Academic Faculty and Administrative Professionals, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

additions underlined, deletions ~~overscored~~.

D.7 Conditions of Employment for Academic Faculty and Administrative Professionals

D.7.1 Maximum Employment

no change

D.7.2 Supplemental Pay Policy (Last revised June 9, 1999)

no change

D.7.3 Honoraria

no change

D.7.4 Off-Campus Assignment

no change

D.7.5 Off-Campus Employment

no change

D.7.6 Conflict of Commitment and Consulting Policies (last revised May 5, 1999)

The University seeks to provide an environment that will enhance and further academic and professional careers. Thus, the University encourages engagement in professional activities such as memberships in professional associations; service on review or advisory panels; presentations of lectures, papers, concerts, and exhibits to external audiences; textbook authorship; various editorial assignments; and appropriate consulting activities.

D.7.6.1 Conflict of Commitment

Faculty members and administrative professionals owe their primary professional obligation to the University, and their primary commitment of time and intellectual energies should be to the teaching and advising, research and other creative activity, and service and/or outreach of the institution. A full-time appointment conveys an obligation to maintain a meaningful presence on behalf of the University in the performance of responsibilities. For those with on-campus appointments, this obligation includes being accessible to students, staff, and colleagues during the appointment period. A conflict of commitment arises when a faculty member or administrative professional undertakes external commitments which substantially burden or interfere with the employee's primary obligations and commitments to the University. (See also Section D.7.5 Office Campus Employment).

D.7.6.2 Consulting

Consulting is the provision of professional advice or service to external constituents with or without remuneration. The opportunity for faculty members and administrative professionals to accept occasional professional consulting engagements is a traditional privilege. Such activities are desirable and constitute legitimate means to promote professional development, thereby enriching the individual's contributions to the institution, to the profession, and to society. Consulting activities provide one means to facilitate the flow of information and development of technologies. Traditionally, the University has allowed full-time faculty members and administrative professionals to engage in consulting during their appointment period.

Employees whose regular assignment includes outreach/extension normally may shall not engage in compensated consulting activities for individuals or organizations that are entitled to the same help without cost compete with the activities of the University (see Section D.7.7.5). In exceptional cases, however, those employees may obtain prior written approval from their deans and directors.

A University employee who wishes to engage in consulting external professional activity for pay during his or her appointment period must make a full written disclosure (excepting the amount of compensation) to his or her immediate supervisor, *in advance of the planned activity*. In situations requiring immediate absence, the employee must notify his or her immediate supervisor as soon as reasonably possible followed by full written disclosure upon return to the University. However, in all instances involving a conflict of interest, prior written notification must be given (see Section D.7.7 Conflict of Interest). The employee also must provide satisfactory assurances that such activity will not interfere with employment obligations to the University, result in a possible conflict of interest (see Section D.7.7) or conflict of commitment (see Section D.7.6.1), nor exploit improperly the responsibilities and work or ideas of students, staff, or ~~and~~ collaborators. The immediate supervisor shall inform the dean (or next level of review) of all disclosures.

In ~~private~~ consulting, it must be kept clear that the faculty member or administrative professional is acting as an individual and is not representing the University or acting as its agent. Furthermore, no agreement shall provide an external organization with the opportunity to use the name of the University for commercial advantage.

A University employee who accepts a consulting assignment ~~for compensation~~ from a non-University person or entity shall not use University resources (see Section J.2 for a definition of University resources) without prior written approval of his or her immediate supervisor and appropriate reimbursement for use of such resources.

D.7.7 Conflict of Interest (*last revised June 10, 1998*)

D.7.7.1 Policy

Public employment and appointment is a public trust, and any effort to realize personal gain through official conduct, other than as compensation set through established processes, or through disclosure of confidential information, is a violation of that trust. External obligations, financial interests, and activities of each University employee must be ~~conducted~~ managed so that there is no conflict or interference with the employee's primary obligation and commitment to the University. The mere perception of conflict of interest can cause lasting injury to the reputation of the employee and the University, even when subsequent information shows those perceptions to be unfounded. Academic faculty members and administrative professionals must protect the public trust accorded them and are obligated to avoid even the appearance of conflicts of interest where possible. Conflicts of interest are not necessarily unwarranted, unethical, or illegal; nor are they always avoidable. Failure to disclose conflicts or potential conflicts, however, is unethical and may be illegal. This policy provides a means to ensure that both potential and actual conflicts of interest are managed so that responsibilities can be performed without compromise to the independence essential to scholarly life.

D.7.7.2 State Statutes Concerning Fiduciary Duties and Ethical Conduct

Public employees have a fiduciary duty to the people of the State as a trustee of property and are subject to the same liabilities that a private fiduciary would incur for abuse of his or her trust (C.R.S. 24-18-103). Public employees are prohibited from disclosure or use of confidential information acquired in the course of official duties for personal financial benefit or from acceptance of any substantial economic benefit as a reward or inducement for improper discharge of public duties (C.R.S. 24-18-104).

Public employees are guided by ethical principles of conduct related to conflicts of interest such that they (1) should not acquire or hold an interest, directly or indirectly, in any business or undertaking that may be economically benefited by

action over which they have substantive authority and (2) should refrain, within six (6) months following departure from public employment, from such conflicts of interest (C.R.S. 24-18-105).

D.7.7.3 Disclosure of Conflicts of Interest When Substantial Discretionary Functions are Exercised *(last revised February 6, 2001)*

Public employees are required to disclose a conflict of interest where they exercise a substantial discretionary function in connection with a government contract, purchase, payment, or other pecuniary transactions without having given seventy-two hours advance written notice to the Secretary of State and the Board. Failure to disclose a conflict of interest is a criminal offense under State statutes (C.R.S. 18-8-308). ~~Through complete disclosure of real and potential conflicts of interest,~~ public employees will have an affirmative defense to any civil or criminal sanction that might otherwise apply to a breach of his or her fiduciary duty ~~through voluntary and complete disclosure of real or potential conflicts of interest~~ (C.R.S. 24-18-110). According to the *Board Manual of Policies and Procedures*, "a conflict of interest exists when a Board member or employee has or represents interests that may compete with or be adverse to those of the Board and the System." A 'potential conflicting interest' exists when the public servant is an executive officer or owns or controls directly or indirectly a substantial interest in any organization external to CSU non-governmental entity participating in the transaction.

The Board deems such an interest to exist if a person or a member of his or her immediate family² is affiliated with an external organization and (1) is an officer, director, trustee, partner, agent, or employee of ~~such non-governmental the~~ organization; (2) is either the actual or beneficial owner of more than five (5) percent of the stock or controlling interest of ~~such non-governmental the~~ organization; or (3) has any other direct or indirect dealings with ~~such non-governmental the~~ organization from which the person or family member knowingly is materially benefited by receiving, directly or indirectly, cash or other property (exclusive of dividends and interest) in excess of the amount specified by the Board Manual of Policies and Procedures

D.7.7.4 General University Rules and Procedures for Disclosing Conflicts of Interest³

When an individual initially is appointed by the University, the individual shall provide a statement to his or her supervisor disclosing ~~Disclosure of~~ affiliations and commitments that may involve conflict of interest covered by Section D.7.7.3 above, whether or not they involve the exercise of a substantial discretionary function, ~~covered by D.7.7.3 above,~~ shall be made in a disclosure statement to his or her supervisor when a person is initially appointed by the University. Annual disclosures shall be made each year at the time of the annual evaluation of the employee. Annual disclosures shall be amended by preparation of a supplementary statement at any time that a real or potential conflict emerges.

The following activities are examples of permissible activities that would not require disclosure as an actual or potential conflict of interest under the terms of this policy:

- a. ~~Acceptance of royalties under the terms of the policy described in Section J, publication royalties, or honoraria for commissioned publications and lectures, or~~
- b. ~~Services to professional, scientific, educational, artistic, cultural, civic, business or other organizations that enhance the value of the employee to the University and do not adversely affect the employee's primary commitment to the University.~~

D.7.7.4.1 Elements of Disclosure Statements

Disclosure statements (using "Conflict of Interest", Role and Responsibility Survey, or other forms provided by the administration) shall address each of the following:

- a. Ownership by the employee or an immediate family member² (~~as defined above~~) of any equity interest in any firm that supports the employee's research or creative activity (including pending proposals);
- b. Ownership by the employee or an immediate family member² of any equity interest in any firm that is developing or marketing commercial products based on the employee's research or creative activities);
- c. Circumstances in which the employee is or appears to be in a position of significant influence over the University's business with a supplier or contractor with which the employee or an immediate family member² holds a significant financial or advisory interest (see D.7.7.3));
- d. ~~Information on p~~Potential and apparent conflicts of interest described in Sections D.7.7.3 and D.7.7.5.
- e. Any other information that the employee feels is necessary to evaluate the disclosure.

D.7.7.4.2 Management Oversight

Supervisors are responsible for understanding the university's policy on conflict of interest;. They shall examine disclosures reported to them, request any additional information that they feel is necessary to evaluate the disclosures, and shall make one (1) or more of the following determinations choices for each disclosure:

- a. The reported activity is permissible because it falls within the scope of professional conduct, it serves the interests of the institution, and it has been fully disclosed as required by law and to the satisfaction of the supervisor.

The following are examples of such permissible activities:

Acceptance of publication royalties under the terms of the policy described in Section J and honoraria for commissioned publications and/or lectures.

Services to professional, scientific, educational, artistic, cultural, civic, business, and other organizations that enhance the value of the employee to the University and do not adversely affect the employee's primary commitment to the University.

- b. A conflict of interest exists that can be resolved or removed by implementation of a written conflict of interest management plan. The plan may require that pParticipation in related decision-making processes ~~should~~ be transferred to another person without a

conflict of interest or that other action be taken that is necessary to avoid detriment to the ~~institution~~ University resulting from ~~such the~~ conflict of interest. The person may, nonetheless, participate in decision-making processes if such participation is deemed necessary by an administrator of the next level and if the person has complied with the voluntary disclosure procedures under C.R.S. 24-18-110 (see Section D.7.7.3).

- c. A conflict of interest is involved that cannot be resolved or removed (see Section D.7.7.5.2), in which case, the University shall disapprove the activity.
- d. The supervisor could not make a determination because the employee did not provide information that the supervisor requested and believes is necessary for the evaluation of the disclosure. In this case, the activity is not approved, but the supervisor at the next level shall attempt to achieve a resolution that allows one of the previous three options to be selected.

After due analysis of the reported activity, the supervisor shall make a recommendation for review by the Provost, in the case of individuals in academic units, and or by the corresponding vice president, in the case of ~~for~~ individuals in other units.

Primary responsibility for monitoring compliance with this Conflict of Interest policy is assigned to the Provost, with powers of delegation to deans and the other vice presidents ("senior administrators"). The Provost's office shall provide annual training sessions for all new senior administrators. These senior administrators are responsible for providing annual Conflict of Interest training for all employees with significant supervisory responsibility and for monitoring compliance by all on-campus and off-campus employees. The Director of Human Resource Services shall assure that all new employees receive copies of the Conflict of Interest policy and Disclosure form in order to facilitate completion of appropriate disclosures at the time of initial employment. Questions concerning the policy should be directed to the employee's immediate supervisor.

D.7.7.5 Examples of Apparent and Actual Conflicts of Interest

D.7.7.5.1 Apparent Conflicts of Interest

The following are examples of apparent conflicts of interests. In many cases, the potential for conflict can be removed by prior disclosure and appropriate review.

- a. Certain types of outside employment or ~~offers of outside employment~~ external professional activities involving assignments that have the potential to compromise the institutional position of the individual;

- b. Consulting relationships involving activities with the potential to compromise the institutional position of the individual;
- c. Relationships that might enable employees to influence for personal gain the University's interactions with companies and other kinds of organizations doing business with the institution ~~for personal gain~~.

D.7.7.5.2 Actual Conflicts of Interest

The following activities create conflicts of interest and must be disclosed and reviewed prior to being undertaken. The University shall disapprove the activity if a conflict of interest is involved that cannot be resolved or removed.

- a. Performing work for ~~individual benefit~~ personal financial gain when the work in question falls within the regular assignment of the individual;
- b. Any outside relationships that conflict with the institutional teaching, research, and service responsibilities of the individual;
- c. Financial gain to the individual that results from involvement in institutional decisions;
- d. Financial interests in companies and other kinds of organizations doing business with the institution;
- e. Unauthorized disclosure of unpublished, privileged, or confidential information from a colleague or other University source for personal gain;
- f. Directly or indirectly selling, renting, trading, or leasing personal property to the University without full disclosure of the employee's interests;
- g. Assignment of students or other supervisees into ~~research or other~~ activities from which only the employee intends to realize personal financial gain;
- h. Use of University ~~equipment~~ resources that are not approved per Section D.7.6.2 for ~~private~~ consulting or ~~research~~ arrangements that may involve for the purpose of personal financial gain;
- i. Consulting ~~action~~ that imposes an obligations that conflicts with the University's policy on ownership of creative and scholarly works (see Section J.7.1) or with obligations to research sponsors (see Section J.7.3).

D.7.7.6 Procedures for Instituting and Processing Conflict of Interest Charges

Any person who wishes to institute a charge of conflict of interest against a University employee or other public servant of the University shall file a written complaint with the supervisor of the individual against whom the charge is made. The Complaint shall include the name of the individual so charged, a statement of the particulars pertaining to the charge, and the name of the person making the charge. Requests for confidentiality will be honored to the extent

permitted by law. Retaliatory action against persons who make such charges is prohibited under law (C.R.S. 24-50.5-103).

The supervisor, in consultation with other appropriate administrators, shall determine if an investigation of the charge is warranted. If investigation is warranted, it will be conducted in accordance with procedures set forth in the *Manual* and ~~in~~ with University guidelines and policies applicable to the employee. ~~The member of the An~~ academic faculty ~~member~~ or administrative professional ~~concerning whom an~~ who is under investigation is ~~undertaken~~ shall be notified in writing of the nature of the charge and shall be expected to cooperate in the investigation, disclosing the financial and other particulars of the situation to the person(s) conducting the investigation. Conduct representing willful violation of this policy will result in appropriate disciplinary action by the University. Except where otherwise prohibited, employees will have the right to grieve under Section K of the *Manual*.

² “Immediate family” includes spouse or domestic partner (as defined by University policy and implemented by Human Resource Services) and legal dependents (as determined by the Internal Revenue Service).

³ Certain federal funding agencies also require separate Conflict of Interest disclosures of “significant financial interests.”

Greene explained that questions related to the use of University resources while consulting are answered by reference to the definition of University resources in *Manual* Section J.2, where it is clarified that employee time, the University library, and an employee’s office computer are not considered “University Resources.”

Greene added that State statute requires the reporting of certain conflicts of interest and conflicts of commitment. The reporting and managing of such conflicts protects both the University and the employee. State statute protects the employee from conflicts arising from activities that have been disclosed and approved by the University.

Greene’s motion was adopted.

CONSENT AGENDA

- A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: March 12 and 26, and April 2, 9, and 16, 2010

Carole Makela, Chair, University Curriculum Committee, moved that Faculty Council approve the Consent Agenda.

Makela’s motion was adopted and the Consent Agenda was approved.

SPECIAL ACTIONS

- A. Recommendations - Continuance/Discontinuance of Centers, Institutes, and Other Special Units (CIOSUs) - Committee on University Programs

Patricia Rettig, Chair, Committee on University Programs, moved that Faculty Council approve the recommendations regarding the continuance/discontinuance of Centers, Institutes, and Other Special Units (CIOSUs) as follows:

The following Centers, Institutes, and Other Special Units have been reviewed through the biennial review process and are being recommended for continuance by the Committee on University Programs

College of Agricultural Sciences
Institute for Livestock and Environment

- College of Applied Human Sciences
 - Center on Aging
- College of Business
 - Center for Marketing and Social Issues
- College of Engineering
 - Colorado Space Grant Consortium
 - Mountain Plains Consortium
- College of Liberal Arts
 - CSU Bioanthropology Laboratory
 - Center for Fair and Alternative Trade
 - Center for Literary Publishing
 - Center for Public Deliberation
 - Center for Research on Communication and Technologies
 - Center for Studies in Beckett and Contemporary Theatre Practice
 - Institute for Society, Landscape and Ecosystem Change
 - International Center for German-Russian Studies
 - School of the Arts
- College of Natural Sciences
 - Center for Applied Statistical Expertise
 - Center for Science, Mathematics & Technology Education
 - Central Instrument Facility
 - Colorado Injury Control Research Center
 - Florescence Microscopy/Image Analysis Center
 - Franklin A. Graybill Statistical Laboratory
 - Magnetic Materials and Applied Magnetics Laboratory
 - Software Assurance Laboratory
 - Tri-Ethnic Center for Prevention Research
- College of Veterinary Medicine and Biomedical Sciences
 - Animal Population Health Institute
 - Animal Reproduction and Biotechnology Laboratory
 - Arthropod-Borne and Infectious Diseases Laboratory
 - Equine Teaching and Research Center
 - Molecular, Cellular and Integrative Neurosciences Program
 - Orthopedic Research Center
 - Veterinary Diagnostic Laboratories
- Office of the Provost/Executive Vice President
 - Colorado Water Resources Research Institute (Water Center)
 - School of Global Environmental Sustainability
- Warner College of Natural Resources
 - Applied Isotope Research for Industry and the Environment
 - Center for Environmental Management of Military Lands
 - Center for Protected Area Management and Training
 - Colorado Cooperative Fish and Wildlife Research Unit
 - Colorado Forest Restoration Institute
 - Colorado Natural Heritage Program
 - Environmental Learning Center
 - Graduate Degree Program in Ecology
 - Larval Fish Laboratory
 - Natural Resource Ecology Laboratory
 - Riparian Ecology and Management Center
- Continuing Education
 - Osher Lifelong Learning Institute (OLLI) at CSU

The following Centers, Institutes, and Other Special Units have been reviewed through the biennial review process and are being recommended for discontinuance by the Committee on University Programs

College of Business
Center for the Study of Global Business (Inactive)

College of Engineering
Structural Engineering Lab (Inactive)

Rettig's motion was adopted.

B. Request for New Master of Science - Plans A and B - Systems Engineering - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request for New Master of Science - Plans A and B - Systems Engineering as follows:

New plans A and B Master of Science degrees be established in Systems Engineering, to be effective Fall Semester 2010.

Makela explained that according to the request submitted by the college there is a critical shortage of qualified engineers and experts in energy systems. The multidisciplinary nature of systems engineering and the complexity of energy systems necessitate advanced graduate training for those working in this area. Many of these research areas, such as the development of smart, reliable, secure distribution grids, require a systems engineering approach. The Systems Engineering Program at Colorado State University proposed to establish a traditional graduate program that grants thesis-based Master of Science degrees in Systems Engineering with an emphasis on Energy Systems.

Makela's motion was adopted.

C. Request for New Ph.D. in Systems Engineering - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request for a New Doctor of Philosophy (Ph.D.) - Systems Engineering as follows:

A new Doctor of Philosophy (Ph.D.) degree be established in Systems Engineering, to be effective Fall Semester 2010.

Makela explained that according to the request submitted by the college there is a critical shortage of qualified engineers and experts in energy systems. The multidisciplinary nature of systems engineering and the complexity of energy systems necessitate advanced graduate training for those working in this area. Many of these research areas, such as the development of smart, reliable, secure distribution grids, require a systems engineering approach. The Systems Engineering Program at Colorado State University proposed to establish a traditional graduate program that grants thesis-based Doctor of Philosophy (Ph.D.) degrees in Systems Engineering with an emphasis on Energy Systems.

Makela's motion was adopted.

D. Request for New Dual Bachelor of Science Degree in Biomedical Engineering and Chemical and Biological Engineering - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request to establish a new dual Bachelor of Science Degree in Biomedical Engineering and Chemical and Biological Engineering, to be effective Fall Semester 2010 as follows:

A new Dual - Bachelor of Science (B.S.) Degree, be established in Biomedical Engineering and Chemical and Biological Engineering, to be effective Fall Semester 2010.

Makela explained that a dual degree program leading to a B.S. in Chemical and Biological Engineering and a B.S. in Biomedical Engineering will meet the needs of students seeking an undergraduate degree in biomedical engineering and of the biomedical engineering industry seeking employees with in-depth skills in Chemical and Biological Engineering and the breadth of Biomedical Engineering. The dual degree

format addresses the concerns of the academic community and biomedical industry about granting stand-alone undergraduate degrees in Biomedical Engineering, as these graduates have had difficulties finding employment in the industry. These concerns are largely related to the fact that existing stand-alone undergraduate degrees in Biomedical Engineering are overly broad and lack the depth and rigor of traditional engineering degrees. Currently there are no undergraduate Biomedical Engineering degree programs offered in Colorado or most of the surrounding states, thus, students leave Colorado and the Mountain West region to pursue undergraduate degrees in Biomedical Engineering elsewhere.

Makela's motion was adopted.

E. Request for New Dual Bachelor of Science Degree in Biomedical Engineering and Mechanical Engineering - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request to establish a new Dual Bachelor of Science Degree in Biomedical Engineering and Mechanical Engineering, to be effective Fall Semester 2010 as follows:

A new Dual Bachelor of Science (B.S.) Degree be established in Biomedical Engineering and Mechanical Engineering, effective Fall Semester 2010.

Makela explained that a dual degree program leading to a B.S. in Mechanical Engineering and a B.S. in Biomedical Engineering will meet the needs of students seeking an undergraduate degree in Biomedical Engineering and of the biomedical engineering industry seeking employees with in-depth skills in Mechanical Engineering and the breadth of Biomedical Engineering. The dual degree format addresses concerns of the academic community and biomedical industry about granting stand-alone undergraduate degrees in Biomedical Engineering, as these graduates have had difficulties finding employment in the industry. These concerns are largely related to the fact that existing stand-alone undergraduate degrees in Biomedical Engineering are overly broad and lack the depth and rigor of traditional engineering degrees. Currently, no undergraduate Biomedical Engineering degree programs are offered in Colorado or most of the surrounding states, thus, students leave Colorado and the Mountain West region to pursue undergraduate degrees in Biomedical Engineering elsewhere.

Makela's motion was adopted.

F. Request for New Dual Bachelor of Science Degree in Biomedical Engineering and Electrical Engineering - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request to establish a new Dual Bachelor of Science Degree in Biomedical Engineering and Electrical Engineering, to be effective Fall Semester 2010 as follows:

A new Dual Bachelor of Science (B.S.) Degree be established in Biomedical Engineering and Electrical Engineering, effective Fall Semester 2010.

Makela explained that a dual degree program leading to a B.S. in Electrical Engineering and a B.S. in Biomedical Engineering will meet the needs of students seeking an undergraduate degree in Biomedical Engineering and of the biomedical engineering industry seeking employees with in-depth skills in Electrical Engineering and the breadth of Biomedical Engineering. The dual degree format addresses concerns of the academic community and biomedical industry about granting stand-alone undergraduate degrees in Biomedical Engineering, as these graduates have had difficulties finding employment in the industry. These concerns are largely related to the fact that existing stand-alone undergraduate degrees in Biomedical Engineering are overly broad and lack the depth and rigor of traditional engineering degrees. Currently, no undergraduate Biomedical Engineering degree programs are offered in Colorado or most of the surrounding states, thus, students leave Colorado and the Mountain West region to pursue undergraduate degrees in Biomedical Engineering elsewhere.

Makela's motion was adopted.

- G. Request for New Dual Bachelor of Science Degree in Biomedical Engineering and Electrical Engineering, Lasers and Optical Engineering Concentration - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request to establish a new Dual Bachelor of Science Degree in Biomedical Engineering and Electrical Engineering, Lasers and Optical Engineering Concentration, effective Fall Semester 2010 as follows:

A new Dual Bachelor of Science (B.S.) Degree in Biomedical Engineering and Electrical Engineering, Lasers and Optical Engineering concentration, Bachelor of Science be established, effective Fall Semester 2010.

Makela explained that a dual degree program leading to a B.S. in Electrical Engineering, Lasers and Optical Engineering Concentration, and a B.S. in Biomedical Engineering will meet the needs of students seeking an undergraduate degree in Biomedical Engineering and of the biomedical engineering industry seeking employees with in-depth skills in Electrical Engineering/Lasers and Optics and the breadth of Biomedical Engineering. The dual degree format addresses concerns of the academic community and biomedical industry about granting stand-alone undergraduate degrees in Biomedical Engineering, as these graduates have had difficulties finding employment in the industry. These concerns are largely related to the fact that existing stand-alone undergraduate degrees in Biomedical Engineering are overly broad and lack the depth and rigor of traditional engineering degrees. Currently, no undergraduate Biomedical Engineering degree programs are offered in Colorado or most of the surrounding states, thus, students leave Colorado and the Mountain West region to pursue undergraduate degrees in Biomedical Engineering elsewhere.

Makela's motion was adopted.

- H. Proposed Revisions to the *Manual*, Section F.3.1.4 - Payment for Accrued Leave - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty moved that Faculty Council adopt the proposed revisions to the *Manual*, Section F.3.1.4 – Payment for Accrued Leave, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overscored~~

F.3.1.4 Payment for Accrued Annual Leave Upon Separation from Employment

When a faculty member or administrative professional who has been an employee of the University for at least six (6) months ceases to be employed by the University, he or she shall be paid for his or her accrued annual leave up to the maximum number of days specified below and in accordance with the formulas given below. In the case of the death of an employee, the payment shall be made to the estate of the deceased.

In the case of death, the maximum number of days for payment of accrued annual leave is twenty-four (24). For all other types of separation, including, but not limited to retirement, resignation, and termination, the maximum number of days is twenty-four (24) minus the number of days of annual leave taken during the thirty (30) working days immediately prior to the date of separation from employment.

The computation of the annual leave termination payment is made using the following formulas:

(Monthly Salary Rate /173 Hours) X 8 Hours = Daily Salary Rate

Daily Salary Rate X unused days of annual leave (up to the maximum specified above) = annual leave termination payment.

- a. ~~Termination:~~

~~Should an eligible employee leave the University after six (6) months of employment, the employee's accrued annual leave is paid for up to a maximum of twenty-four (24) days. Except in case of death or disability, payment for leave taken immediately prior to termination or in conjunction with such termination shall be subject to the twenty-four (24) day maximum payment. The employee's full accrual of annual leave may be used~~

~~upon exhaustion of sick leave in connection with continuing absence due to illness or injury.~~

~~b. Retirement.~~

~~Payment of unused annual leave, up to a maximum of twenty-four (24) days, will be made at the time of retirement in accordance with the formula below:~~

~~c. Death.~~

~~Payment of unused annual leave, up to a maximum of twenty-four (24) days, will be paid at the time of death of an active academic faculty member or administrative professional according to the formula below. Payment will be made to the estate of the deceased.~~

~~d. Computation.~~

~~Computation of annual leave termination payment is by the following formula:~~

$$\frac{\text{Monthly Salary Rate}}{173 \text{ Hours}} \times 8 \text{ Hours} = \text{Daily Salary Rate}$$

$$\text{Daily salary rate} \times \text{unused days of annual leave} (<= 24) = \text{annual leave termination payment.}$$

Greene explained that the new language makes it clear that the restriction on the use of annual leave prior to termination is applicable only to the last 30 working days, and that it applies to termination because of retirement, but not termination because of death.

Greene's motion was adopted.

I. Proposed Revisions to the *Manual*, Section F.3.2.3 - Payment for Accrued Sick Leave Upon Retirement - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that Faculty Council adopt the proposed revisions to the *Manual*, Section F.3.2.3 – Payment for Accrued Sick Leave Upon Retirement, to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overscored~~

F.3.2.3 Payment for Accrued Sick Leave upon Retirement (~~last revised June 14, 2000~~)

Upon retirement from the University after at least five years of service, employees are paid for one-fourth (1/4) of unused sick leave up to a maximum of fifteen (15) days. ~~Computation of amount due is by~~ according to the following formulas:

$$\frac{\text{Monthly Salary Rate}}{173 \text{ Hours}} \times 8 \text{ Hours} = \text{Daily Salary Rate}$$

~~Daily salary rate x the lesser of .25 x unused days of sick leave or fifteen (15) days = sick leave termination payment.~~

$$(\text{Monthly Salary Rate} / 173 \text{ Hours}) \times 8 \text{ Hours} = \text{Daily Salary Rate}$$

$$\text{Daily Salary Rate} \times [\text{the lesser of fifteen (15) days or } 0.25 \times \text{unused days of sick leave}] = \text{sick leave payment upon retirement}$$

In the case of the death of an employee who is eligible for retirement from the University, this payment shall be made to the estate of the deceased. A lump sum payment of for unused sick leave at retirement or death is not subject to a Public Employees' Retirement Association (PERA) contribution or an employee's DPC contribution, but it may be subject to applicable taxes.

Greene explained that the new language makes it clear that payment for unused sick leave also applies to the death of an employee who is eligible for retirement from the University.

Greene's motion was adopted.

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

Richard Eykholt, Chair
Tim Gallagher, Vice Chair
Diane L. Maybon, Secretary

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Stephen Koontz	Agricultural and Resource Economics
Denny Crews	Animal Sciences
William Jacobi	Bioagricultural Sciences & Pest Management
Harrison Hughes	Horticulture & Landscape Architecture
Greg Butters	Soil and Crop Sciences
Dennis Lamm	College-at-Large
Louis Bjostad	College-at-Large

Applied Human Sciences

Ken Tremblay for	Design and Merchandising
Molly Eckman	
Robert Gotshall	Health and Exercise Science
David Sampson	Food Science and Human Nutrition
Christine Fruhauf	Human Development and Family Studies
Mary Nobe	Construction Management
Matthew Malcolm	Occupational Therapy
Carole Makela	School of Education
Victor Baez for	School of Social Work
Kim Bundy-Fazioli	

Business

Bill Rankin	Accounting
Stephen Hayne	Computer Information Systems
Patricia Ryan	Finance and Real Estate
Jim McCambridge	Management
Dave Gilliland	Marketing

Engineering

Scott Denning	Atmospheric Science
Laurence Belfiore	Chemical and Biological Engineering
Ken Carlson	Civil and Environmental Engineering
Steve Reising	Electrical and Computer Engineering
Hiroshi Sakurai	Mechanical Engineering
Xianghong Qian	College-at-Large
Colette Heald	College-at-Large

Liberal Arts

Christopher Fisher	Anthropology
Catherine Dicesare	Art
Kirsten Broadfoot	Communication Studies
David Mushinski	Economics
Pamela Coke for	English
Louann Reid	
Ernesto Sagas	Ethnic Studies
Jonathan Carlyon	Foreign Languages and Literatures
Thaddeus Sunseri	History
Cindy Christen	Journalism and Technical Communication
Joel Bacon	Music, Theater, and Dance
Matthew MacKenzie	Philosophy
Ursula Daxecker	Political Science
Ken Berry	Sociology
Karrin Anderson	College-at-Large
Eric Aoki	College-at-Large
Phil Cafaro	College-at-Large

Natural Resources

Barry Noon	Fish, Wildlife, and Conservation Biology
Mark Paschke	Forest, Rangeland, and Watershed Stewardship
Sven Egenhoff	Geosciences
<u>Alan Bright</u>	<u>Human Dimensions of Natural Resources</u>

Natural Sciences

S. DiPietro for E. Ross	Biochemistry and Molecular Biology
David Steingraeber	Biology
<u>George Barisas</u>	<u>Chemistry</u>
<u>Dale Grit</u>	<u>Computer Science</u>
Ken Klopfenstein	Mathematics
Raymond Robinson	Physics
Patricia Aloise-Young	Psychology
Phillip Chapman	Statistics
Steve Stack	College-at-Large
Elizabeth Pilon-Smits	College-at-Large
Miguel Mostafa	College-at-Large

Veterinary Medicine & Biomedical Sciences

M. Frye for James Madl	Biomedical Sciences
Juliet Gionfriddo	Clinical Sciences
Howard Ramsdell	Environmental & Radiological Health Sciences
Robert Jones	Microbiology, Immunology and Pathology
Hana VanCampen	College-at-Large
Gerry Callahan	College-at-Large
C. W. Miller	College-at-Large
<u>Julie Inamine</u>	<u>College-at-Large</u>
<u>Paul Morley</u>	<u>College-at-Large</u>
<u>Jeffrey Wilusz</u>	<u>College-at-Large</u>

University Libraries

Tom Moothart	Libraries
Louise Feldmann	At-Large

Officers

Richard Eykholt	Chair, Faculty Council
Tim Gallagher	Vice Chair, Faculty Council
Dan Turk	BOG Faculty Representative
Diane Maybon	Executive Assistant/Secretary
Lola Fehr	Parliamentarian

Ex Officio Voting Members (*Indicates Elected Member of Faculty Council)

Victor Baez for Don Estep, Chair	Committee on Faculty Governance
Susan LaRue, Chair, Excused	Committee on Intercollegiate Athletics
Nancy Hunter, Chair	Committee on Libraries
David Greene, Chair	Committee on Responsibilities & Standing of Academic Faculty
Karrin Anderson, Chair*	Committee on Scholarship Research and Graduate Education
Merinda McLure, Chair	Committee on Scholastic Standards
Sally Sutton, Chair	Committee on Strategic and Financial Planning
Margarita Lenk, Chair	Committee on Teaching and Learning
Patty Rettig, Chair	Committee on University Programs
Carole Makela, Chair*	University Curriculum Committee

Ex-Officio Non-Elected Non-Voting Members

Anthony Frank, Excused

Rick Miranda

Bill Farland

Robin Brown

Blanche M. Hughes

Peter Dorhout, Excused

Lou Swanson

Alan Lamborn

Craig Beyrouly

Nancy Hartley

Ajay Menon

Sandra Woods

Ann Gill

Jan Nerger

Pat Burns

Lance Perryman

Joyce Berry

Courtney Butler

President

Provost/Senior Vice President

Vice President for Research

Vice President for Enrollment and Access

Vice President for Student Affairs

Vice Provost for Graduate Affairs

Vice Provost for Outreach and Strategic Partnerships

Vice Provost for Undergraduate Affairs

Dean, College of Agricultural Sciences

Interim Dean, College of Applied Human Sciences

Dean, College of Business

Dean, College of Engineering

Dean, College of Liberal Arts

Interim Dean, College of Natural Sciences

Interim Dean, University Libraries

Executive Dean and Dean, College of Veterinary Medicine and Biomedical Sciences

Dean, Warner College of Natural Resources

Chair, Administrative Professional Council