

PLEASE NOTE: Members, when addressing Faculty Council, please stand and identify yourselves. Guests wishing to speak please fill out a guest card to be handed to the Chair prior to speaking.

PLEASE NOTE: Members planning to introduce amendments are requested to provide copies to the Faculty Council Office, 16-E Administration, at least 24 hours before this meeting.

MINUTES

Faculty Council Meeting

Tuesday, April 5, 2011 - 4:00 p.m. - Room A101 Clark Building

Announcements

- A. Next Faculty Council Meeting - May 3, 2011 - A101 Clark Building - 4:00 p.m.

Eykholt announced that the next Faculty Council meeting will be held on Tuesday, May 3, 2011 in A101 Clark Building at 4:00 p.m.

- B. Open Forum - Faculty - Patrick McConathy, Chair, Board of Governors, and Tony Frank, President - April 21, 2011 - 11:00 a.m. - ASCSU Senate Chambers

Eykholt announced that an open forum with Patrick McConathy, Chair, Board of Governors, and Tony Frank, President, for faculty members will be held on April 21, 2011 at 11:00 a.m. in the ASCSU Senate Chambers. He encouraged the Faculty Council members to notify their constituents regarding this open forum.

- C. Election - University Benefits Committee - May 3, 2011 - Committee on Faculty Governance

Luis Garcia, Vice Chair, Committee on Faculty Governance announced that elections for the University Benefits Committee will be held at the May 3, 2011 Faculty Council meeting.

Eykholt asked for permission to add an announcement to the Faculty Council agenda. There were no objections.

- D. Proposed Revisions to the *Manual*, University Code, Section C.2.4.2. – Departmental Organization - Committee on Faculty Governance
- E. Proposed Revisions to the *Manual*, University Code, Section C.2.2. - Procedures for Programmatic and Organizational Change - Committee on Faculty Governance
- F. Proposed Revision to the *Manual*, University Code, Section C.2.3.1.f - Colleges and Academic Departments - Request to Change the Name of the Department of Forest, Rangeland, and Watershed Stewardship -Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance announced that revisions to the University Code, Section C.2.4.2 – Departmental Organization; C.2.2 – Procedures for Programmatic and Organizational Change; and Section C.2.3.1.f – Colleges and Academic Department will appear as action items at the May 3, 2011 Faculty Council meeting.

G. Executive Committee Meeting Minutes: February 8, 15, 22 and March 8, 2011

Eykholt announced that the Executive Committee meeting minutes of February 8, 15, 22 and March 8, 2011 were sent via email to the Faculty Council members.

Minutes to be Approved

A. Faculty Council Meeting Minutes - March 1, 2011

The March 1, 2011 Faculty Council meeting minutes were approved by unanimous consent.

Eykholt asked for permission to change the order of the agenda to accommodate members from the Committee on Faculty Governance to conduct the elections. There were no objections.

Special Actions

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

Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Faculty Council Standing Committees:

Committee on Faculty Governance

TBD	Agricultural Sciences	2014
TBD	Applied Human Sciences	2014

Committee on Intercollegiate Athletics

Todd Donovan	Business	2014
Gregory Florant	Natural Sciences	2014
Daniel Draper	University Libraries	2014

Committee on Libraries

Mary Stromberger	Agricultural Sciences	2014
TBD	Applied Human Sciences	2014
Michael Losonsky	Liberal Arts	2014

Committee on Responsibilities and Standing of the Academic Faculty

TBD	Applied Human Sciences	2014
Cameron Aldridge	Natural Resources	2014
Anthony Knight	Vet. Med. & Biomedical Sciences	2014

Committee on Scholarship, Research, and Graduate Education

TBD	Applied Human Sciences	2014
Bill Sanford	Natural Resources	2014

Committee on Scholastic Standards		
TBD	Natural Resources	2014
Liba Goldstein	Natural Sciences	2014
Melinda Frye	Vet. Med. & Biomedical Sciences	2014
Committee on Special and Temporary Faculty		
Torsten Eckstein	Vet. Med. & Biomedical Sciences	2014
Steven Schaeffer	Engineering	2014
Committee on Strategic and Financial Planning		
Jorge Vivanco	Agricultural Sciences	2014
TBD	Applied Human Sciences	2014
Mary Vogl	Liberal Arts	2014
Beth Oehlerts	University Libraries	2014
Committee on Teaching and Learning		
Gretchen Irwin	Business	2014
Cathy Cranston	University Libraries	2014
RoxAnn Karkhoff-Schweizer	Vet. Med. & Biomedical Sciences	2014
Committee on University Programs		
Eric Prince	Liberal Arts	2014
Stuart Cotrell	Natural Resources	2014
Colleen Webb	Natural Sciences	2014
Dan Smeak	Vet. Med. & Biomedical Sciences	2014
University Curriculum Committee		
Bradley Goetz	Agricultural Sciences	2014
Maura Velazquez-Castillo	Liberal Arts	2014
Howard Ramsdell	Vet. Med. & Biomedical Sciences	2014

Eykholt asked if there were any other nominations for the Faculty Council Standing Committees.

Carole Makela nominated Walt Jones for the University Curriculum Committee from the College of Liberal Arts.

Hearing no further nominations, the nominations were closed.

A special ballot was used to select between the two candidates from the College of Liberal Arts for the University Curriculum Committee, and Walt Jones was elected to serve a three year term beginning July 1, 2011 to June 30, 2014.

All other faculty members nominated for Faculty Council Standing Committees were elected to three years terms beginning July 1, 2011 to June 30, 2014.

Eykholt turned to the meeting over to Timothy Gallagher, Vice Chair to conduct the election for the regular faculty representative on the Committee on Special and Temporary Faculty.

Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Committee on Special and Temporary Faculty:

Richard Eykholt	Natural Sciences	2014
Steve Shulman	Liberal Arts	2014

Gallagher asked if there were any other nominations for the Committee on Special and Temporary Faculty. Hearing no further nominations, the nominations were closed.

Eykholt was elected to serve a three year term July 1, 2011 to June 30, 2014 on the Committee on Special and Temporary Faculty.

Gallagher turned the meeting over to Eykholt.

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

Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Grievance Panel:

William Timpson	Applied Human Sciences	2014
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Eykholt asked if there were any other nominations for the Grievance Panel. Hearing no further nominations, the nominations were closed.

William Timpson was elected to serve a three year term July 1, 2011 to June 30, 2014 on the Grievance Panel.

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

Garcia, Vice Chair, Committee on Faculty Governance, nominated, on behalf of the Committee on Faculty Governance, the following faculty members to serve on the Discipline Panel:

Paul Mallette	2014
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Eykholt asked if there were any other nominations for the Discipline Panel. Hearing no further nominations, the nominations were closed.

Paul Mallette was elected to serve a three year term July 1, 2011 to June 30, 2014 on the Discipline Panel.

Eykholt noted that there are several vacancies on the Sexual Harassment Panel, but no nominations have been received to date.

D. Proposed Revisions to the *Manual*, University Code, Section C.2.1.3 - Membership on Faculty Council - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, moved that Faculty Council adopt the proposed revisions to the *Manual*, University Code, Section C.2.1.3 - Membership on the Faculty Council to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions – Underlined - Deletions - ~~Strikeouts~~

C.2.1.3 Membership on the Faculty Council

The Faculty Council shall consist of members elected from academic departments, the Libraries, and the colleges, the Chairperson of the Faculty Council, the Vice Chairperson of Faculty Council, the Faculty Council representative to the Board, and *ex officio* members.

C.2.1.3.1 Elected Members

Each academic department and the Libraries shall elect one (1) representative. An additional number of representatives, equal approximately to one-third (1/3) of the number of representatives elected from the departments and the Libraries, shall be elected at large by and from the colleges and the Libraries as required to achieve, as nearly as practical, membership proportional to the number of regular, regular part-time, and transitional academic faculty members in the colleges and Libraries.

All faculty representatives to the Faculty Council shall hold regular full-time, regular part-time, or transitional appointments and shall not hold an administrative appointment of more than half-time (0.5) at the level of assistant/associate dean or above. A faculty representative to the Faculty Council who becomes ineligible shall cease to hold this position.

C.2.1.3.2 Ex Officio Members

Persons who are not members of Faculty Council but are chairpersons of its standing committees shall be *ex officio* voting members of Faculty Council. Persons who are not members of Faculty Council, but are chairpersons of its advisory committees, shall be *ex officio* non-voting members of Faculty Council.

The immediate past Chairperson of Faculty Council shall be an *ex officio* non-voting member of the Faculty Council for one (1) year immediately following the expiration of his or her term as Chairperson of the Faculty Council.

The President of the University, the Provost, the Vice Presidents, the Vice Provosts, the Deans of the Colleges and the Libraries, and the Chair of the Administrative Professional Council shall be seated on the Faculty Council as *ex officio* non-voting members.

C.2.1.3.3 Officers

a. *Chairperson*

The Chairperson of the Faculty Council shall be elected ~~from the academic faculty who are current or former members of the Faculty Council~~ at the regularly scheduled March meeting. Each candidate for election to Chairperson shall be a current or former elected member of the Faculty Council and shall meet the eligibility requirements for elected membership on Faculty Council. A Chairperson who ceases to meet the eligibility requirements for elected membership on Faculty Council shall cease to be Chairperson. The Chairperson shall serve a one (1) year term beginning in July and shall relinquish representation of a department or college (if serving in that capacity) to become a representative and member of the Council. The Chairperson shall be eligible to serve three (3) consecutive years, and then would be ineligible to serve as Chairperson or Vice Chairperson of Faculty Council for three (3) subsequent years. The Chairperson shall preside at meetings of the Faculty Council, serve as Chairperson of the Executive Committee and as Faculty Council representative to the Colorado Faculty Advisory Committee, and discharge the usual duties of the office. In the event that the elected Chairperson is unable to complete his or her term of office, new elections will commence at the next Faculty Council meeting, or as soon as possible thereafter, to fill the unexpired term according to the procedures outlined in Section C.2.1.3.3.d.

b. *Vice Chairperson*

The Vice Chairperson of the Faculty Council shall be elected ~~from the academic faculty who are current or former members of the Faculty Council~~ at the regularly scheduled March meeting. Each candidate for election to Vice Chairperson shall be a current or former elected member of the Faculty Council and shall meet the eligibility requirements for elected membership on Faculty Council. A Vice Chairperson who ceases to meet the eligibility requirements for elected membership on Faculty Council shall cease to be Vice Chairperson. The Vice Chairperson shall serve a one (1) year term beginning in July and shall relinquish representation of a department or college (if serving in that capacity) to become a representative and member of the Faculty Council. The Vice Chairperson shall be eligible to serve additional terms. In the absence of or at the request of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. In the event that the elected Vice Chairperson is unable to complete his or her term of office, new elections will commence at the next Faculty Council meeting, or as soon as possible thereafter, to fill the unexpired term according to the procedures outlined in Section C.2.1.3.3.d.

c. *Faculty Council Representative to the Board*

The Faculty Council shall elect an academic faculty member ~~holding the rank of associate professor or professor and who is a current or former member of the Faculty Council~~ to serve as a non-voting member of the Board and as an officer of the Faculty Council.

Council. The election for this Faculty Council Representative to the Board shall occur at the regularly scheduled March meeting. Each candidate for election to this Faculty Representative position shall be a current or former elected member of the Faculty Council, shall be an associate professor or professor, and shall meet the eligibility requirements for elected membership on Faculty Council. A Faculty Representative who ceases to meet the eligibility requirements for elected membership on Faculty Council or who ceases to be an associate professor or professor shall cease to be the Faculty Representative. The ~~Faculty Representative~~ shall serve a one (1) year term beginning in July and shall relinquish representation of a department or college to become a representative and member of the Faculty Council. No person shall serve more than two (2) terms as Faculty Representative during his or her lifetime. In the event the elected Faculty Representative is unable to complete his or her term of office, new elections will commence at the next Faculty Council meeting, or as soon as possible thereafter, to fill the unexpired term according to the procedures outlined in Section C.2.1.3.3.d.

d. *Voting Procedures*

The Committee on Faculty Governance ~~will~~ shall present one (1) or more nominees, and additional nominations may be made from the floor. Voting will be by written ballot unless otherwise specified. If only one (1) candidate is nominated, voting can be by voice vote. The candidate receiving a majority of votes cast ~~will~~ shall be elected. In the event that no candidate receives a majority, a second (2nd) ballot will consist of two (2) candidates receiving the highest number of votes. On the second ballot, the candidate receiving the highest number of votes ~~will~~ shall be elected.

C.2.1.3.4 *Appointed Positions*

These positions shall be non-voting, and the persons serving in them shall not be elected members of the Faculty Council unless the individual appointed is also an elected member as outlined in Section C.2.1.3.1.

a. *Secretary*

The secretary of the Faculty Council shall be appointed by the Chairperson, subject to confirmation by the Faculty Council at the first meeting each Fall semester. The secretary shall perform the usual duties of the office.

b. *Parliamentarian*

The parliamentarian of the Faculty Council shall be appointed by the Chairperson, subject to confirmation by the Faculty Council at the first meeting each Fall semester. The parliamentarian shall perform the usual duties of the office.

Garcia explained that these changes make it clear that the officers of Faculty Council should meet the eligibility requirements for elected membership to Faculty Council, and that neither the secretary nor the parliamentarian of Faculty Council should have a conflict of interest by being an elected member of Faculty Council.

Garcia's motion was adopted by the necessary two-thirds vote.

E. Proposed Revisions to the *Manual*, University Code, Section C.2.8 - Amendment Procedure - Committee on Faculty Governance

Garcia, Vice Chair, Committee on Faculty Governance, moved that Faculty Council adopt the proposed revisions to the *Manual*, University Code, Section C.2.8 - Amendment Procedure to be effective upon the approval of the Board of Governors of the Colorado State University System as follows:

Additions – Underlined - Deletions – ~~Strikeouts~~

C.2.8 Amendment Procedure

This University Code may be amended by the Faculty Council by a two-thirds (2/3) vote of the members voting at a given meeting provided the amendment has been ~~presented in the meeting immediately preceding~~ distributed to the members of Faculty Council at least two weeks in advance. Amendments shall be subject to the approval of the Board. Such proposed University Code changes shall be published in the agenda.

Garcia explained that this change acknowledges the ability to distribute information to Faculty Council members electronically, rather than waiting for a Faculty Council meeting to make an announcement.

Garcia's motion was adopted by the necessary two-thirds vote.

Eykholt noted that this will actually become Section C.2.9 because of the new Section C.2.8 -Creation and Organization of Special Academic Units which was passed at the March 1, 2011 Faculty Council meeting.

Reports To Be Received

A. Provost/Executive Vice President

Rick Miranda, Provost/Executive Vice President, reported on the following issues:

Miranda announced that Jeff McCubbin has been hired as the new Dean of the College of Applied Human Sciences.

Miranda reported that the budget open forums have taken place and there have been no major changes to the budget picture since the March 9 open forum.

Miranda reported that the new wing at CIRA has been completed and is now open. In addition the grand opening of the new recreation center has taken place.

Miranda reported that next week the ground breaking for the new Engineering II building is scheduled.

Miranda reported that opening of the Art and Science exhibit was very successful.

Miranda reported that as part of the "XYZ" funding, an Ethics Infusion Program was funded and kicked off this past month. Those funds also supported the Autism Spectrum Conference which was a successful and well attended event.

Miranda reported that he went to the Four Corners area to represent the University and to connect with alumni, extension individuals, etc. Miranda noted that he is continuing his visits to departments. He visited three departments since the last Faculty Council meeting.

Miranda's report was received.

B. Faculty Council Chair

Eykholt reported that the BOG has been asked to return to reviewing Faculty Council items at all of their meetings, rather than reviewing them only at the June meeting. If they agree, that will alleviate the stress on the April and May Faculty Council agenda.

Eykholt reported that, regarding the issue of paid maternity/family leave, the Family Medical Leave Act (FMLA) allows up to 12 weeks of (unpaid) family leave. Eykholt explained that one possibility for paying for that leave is annual leave, however faculty do not receive annual leave, so options were investigated regarding the use of sick leave. He explained that the University allows faculty to take up to four (4) weeks to care for a sick relative. Additionally, women who have delivered a baby can take up to six (6) weeks of short term disability for a regular birth and up to eight (8) weeks for a Caesarian birth. The University will now be making available an extra two (2) weeks of childbearing leave to close the gap between these two cases so that the full 12 weeks allowed by FMLA will be fully paid for women who have given birth. None of these changes required a Manual change. Additionally, Special Action Item Q on today's agenda would provide new employees with an advance of the amount of sick leave they would earn during their first year of employment so they can meet the elimination period for short-term disability.

Eykholt's report was received.

C. BOG Faculty Representative

Dan Turk's written report follows:

This report covers the month of March, 2011, during which time no Board meetings took place. It reports mostly on legislative issues possibly of interest to faculty, and on CSU-Global Campus.

Full minutes of the meetings may be found on the Board of Governors' web site at <http://www.csusystem.edu> from the "Meetings, Agendas, and Minutes" link as soon as they are posted there. I will summarize in this report what I consider some of the more pertinent information. Please contact me or check the official minutes if you want more details or clarification on any issues.

1. *Legislature – Expectations for Higher Education Institutions / Performance Contracts.* As was mentioned in an earlier Faculty Council report, Senate Bill 11-052 (SB 52) has been introduced proposing various expectations for institutions of higher education in Colorado, and a system of rewards for making progress in the identified areas. While this bill may see great revision before its potential passage, it currently includes issues such as 1) access and affordability, 2) quality and productivity, 3) better continuity through the whole K-12/higher education system, 4) financial stability and affordability, 5) better representation across all state population groups, 6) higher education's impact on economic development, 7) first-time freshman, 8) first-generation college students, 9) student / family debt and access to financial support, and 10) access to learning technologies. The current form of the legislation suggests that a state-wide master plan should be in place by March 2012, and that contracts would be negotiated between then and July 2012. Financial rewards are suggested in the legislation, based on institutions' success at reaching the defined goals.

2. *Legislature – Faculty Workload, Promotion, Salaries, etc.* As was mentioned in an earlier Faculty Council report, discussion is occurring in the Legislature about whether a bill should be introduced regarding higher education faculty workloads, promotion, salaries, etc. While *no bill has yet been introduced*, some of the topics that are currently under discussion include requiring reporting to the State's Department of Higher Education information about institutional / college / department faculty numbers, years of experience, salaries, course teaching information (type of instructor, faculty load, etc.), and descriptions of various processes (such as faculty hiring, performance reviews, salary-setting, grievance, tenure, and faculty governance). These issues seem to be of core interest to faculty, and, because of this, I wanted to keep you informed about it and assure you that the CSU System office is in constant communication and discussion about the current state of this issue in the Legislature. The Chancellor and System staff, our lobbyists, and others meet at least weekly about this and will keep us informed about it.

Because this is so important to us as faculty, please let me know if you have any questions or thoughts you wish to share, and I will gladly get answers for you or pass your thoughts along.

3. *Legislature – Concealed Weapons Bill died in Committee.* The state bill that could have allowed weapons to be carried with or without a concealed carry permit, *possibly including on K-12 and college campuses* died in committee.

4. *CSU-Global Campus.* At last month's Faculty Council, our discussion topic was CSU-Global Campus, and Becky Takeda-Tinker, President of Global Campus, led that discussion. Many questions were asked and issues raised, including ones about 1) the Global Campus "branding", including their logo, 2) their projected revenues, and 3) possible overlap of Global Campus and CSU degree programs in the College of Business. Becky has provided the summary response below regarding these three issues:

- *Logo.* The faculty expressed concern over the CSU-Global Campus logo. It was expressed that the colors seemed to represent CSU in Fort Collins vs. establishing that CSU-Global Campus was/is a separate entity. The logo has now been changed to burgundy and gold with a heightened emphasis on “Global Campus.”

Old Logo:



New Logo:



- *Higher Projected Gross Revenues vs. CSU-Global Campus Actual Financials.* CSU-Global Campus is driving net income on its own cash flow (without having to borrow Board funds to fund marketing activities that would cause a rise in gross revenues at the risk of jeopardizing positive net income), hence the difference in the original plans vs. the CSU-Global Campus reality today.
- *Overlap of College of Business Degree Programs vs. CSU-Global Campus Degree Programs.* The Campus currently has the MS of Management and the BS of Business Management. The Board of Governors now has an Academic Council committee which oversees requests and plans for new degree programs for all three institutions to help ensure coordination and non-duplication of degree programs. The seven new CSU-Global Campus degree programs approved by the Board were approved by the presidents and academic leaders of all three institutions before being approved by the Board.

Next Board Meetings

The next regular meeting of the Board of Governors is scheduled for May 3 & 4 at CSU-Fort Collins. A Board Retreat is being scheduled for some time in June.

Turk's Report was received.

Consent Agenda

- A. Changes in Curriculum to be Approved: University Curriculum Committee Minutes: February 11, 18, 25, 2011

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

Makela's motion was adopted.

Unfinished Business

- A. Proposed Revisions to Section G.4 - Tuition Scholarship Program for Spouses and Dependent Children - 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 Section G.4 - Tuition Scholarship Program for Spouses and Dependent Children to be effective upon approval by the Board of Governors of the Colorado State University as follows:

Additions underlined - Deletions ~~overseored~~

G.4 Tuition Scholarship Program for Spouses, Domestic Partners, and ~~Dependent Children~~

The spouse, domestic partner, and ~~or dependent child (children)~~ Eligible Children of an Eligible Employee shall be eligible qualified to receive a Tuition Scholarship if admitted to the University and enrolled in a degree program or ~~in a University open option program~~ as a degree-seeking student with an undeclared major. This Tuition Scholarship Program is also available to students in programs such as Professional Veterinary Medicine, Teacher Certification, and Principal Licensure. The amount of this Tuition Scholarship shall be twenty-five (25) percent of the undergraduate or graduate tuition that would be assessed to the student for regular on-campus courses at the in-state tuition rate, except for a student in the Professional Veterinary Medicine Program, whose scholarship shall equal twenty-five (25) percent of the tuition assessed to in-state graduate students. Note that, in some cases, this Tuition Scholarship may be taxable income. Applications for this Tuition Scholarship must be processed in accordance with the requirements established by Student Financial Services and Human Resource Services for this program.

~~The~~ If a person dies while an Eligible Employee, his or her spouse or domestic partner shall continue to be qualified for this Tuition Scholarship Program until six (6) years after the date of the death, and ~~or dependent child/children~~ each of his or her Eligible Children of a faculty member or State Classified employee who dies while an eligible employee shall continue to be eligible qualified for this Tuition Scholarship Program until the ~~dependent~~ Eligible Child reaches the ~~maximum~~ age of twenty-six (26) for eligibility or, in the case of the spouse, until remarriage. For all cases of separation from employment of an Eligible Employee other than death, the spouse, domestic partner, and Eligible Children of the Eligible Employee shall cease to be qualified for this Tuition Scholarship Program at the end of the academic year in which the separation from employment occurs.

In exceptional circumstances, the Vice President for University Operations has the authority to grant eligibility to someone who might not qualify otherwise for eligibility.

For the purposes of Section G.4, the following definitions shall apply:

Eligible Employee:

a. "Eligible Employees" shall mean and refer to ~~A~~all academic faculty members and administrative professionals with regular, special, multi-year research, or ~~special transitional~~ special transitional appointments of half-time (0.5) or greater and all non-temporary state classified appointments of half-time (0.5) or greater.

~~Dependent Children:~~

~~Defined as natural, step, adopted or foster children under the age of twenty six (26) who are "dependent" for Federal income tax purposes (i.e., claimed on the most recently filed IRS form 1040 or 1040A in accordance with current tax code).~~

b. "Eligible Child" shall mean and refer to biological children, adopted children, foster children, stepchildren, and legal wards of either the Eligible Employee or the Eligible Employee's spouse or domestic partner, as well as any person for whom either the Eligible Employee or the Eligible Employee's spouse or domestic partner is standing in loco parentis, provided that the "Eligible Child" is under twenty-six (26) years of age.

~~Eligibility Termination:~~

~~Separation of employment, except in the case of death, shall terminate eligibility for scholarships as of the end of the academic year in which the separation occurs.~~

~~Tuition Scholarships:~~

~~Undergraduate: Twenty five (25) percent of in-state tuition as defined in the current *Colorado State University General Catalog* for regular on-campus courses at the undergraduate level.~~

~~Graduate (including professional DVM students): Twenty five (25) percent of the in-state tuition as defined in the current *Colorado State University General Catalog* for regular on-campus courses at the Graduate level.~~

~~Application Process:~~

~~Applications must be processed in accordance with the requirements established within the Office of Financial Aid for this program.~~

Greene explained that these changes take into account a recent extension of the definition of "Child" by the federal government with regard to Family Medical Leave and the recent extension by CSU of benefits to domestic partners.

Greene's motion was adopted.

B. Proposed Revisions to Section E.10.5.1 - Origin and Processing of Tenure Recommendations - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.10.5.1 – Origin and Processing of Tenure Recommendations to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined - Deletions - ~~overseored~~

E.10.5.1 Origin and Processing of Tenure Recommendations

The head of the department shall initiate the process leading to a recommendation for the granting or denial of tenure not later than the beginning of the final year of the probationary period of the faculty member. The department head should consult with the tenure committee before initiating this process. The department head should also consult the website of the Office of the Provost for information and forms regarding applications for tenure.

Because the recommendation for the granting or denial of tenure is primarily a faculty responsibility, the department head shall ask the members of the tenure committee, to vote by ballot for or against granting of tenure to the faculty member being considered. A tenure recommendation shall be by a majority vote of the tenure committee.¹ The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

All reviews are to be exercised expeditiously at each level. After each review, the reviewing administrator shall make a recommendation in writing and send copies to the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation.

The tenure committee must have at least three (3) members and shall consist of all eligible department faculty members, or, if so specified in the department code, a duly elected committee thereof. The department head, college dean, Provost, and President are not eligible to serve on the tenure committee and shall not be present during the committee's deliberations, except when specifically invited by the committee. A faculty member holding an administrative appointment (as defined in Section K.12.a) of more than half time is not eligible to serve on the tenure committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the tenure committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. A faculty member with a conflict of interest is expected to recuse himself or herself, ~~and the University Grievance Office must approve any recusals.~~ The eligible department faculty are all other tenured department faculty. If a committee of at least three (3) tenured faculty within the department cannot be constituted, then additional tenured faculty members shall be selected from other departments within the University so as to produce a committee of three (3) members. A department may specify in its code a procedure for narrowing the pool of eligible additional members to faculty in disciplines similar to that of the candidate, possibly including faculty from other colleges. In the absence of such a procedure, the pool shall consist of all tenured faculty members on the tenure committees from all departments within the college. The department head shall draw the additional members of the tenure committee by lot from the pool of eligible faculty members. Faculty members from other departments may decline to serve on the tenure committee

After a recommendation is received from the tenure committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons which shall be

stated in writing to the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation. If such a contrary recommendation is issued, the faculty member, the tenure committee, and all administrators who have previously reviewed the recommendation shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the faculty member, the tenure committee, and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation.

In the event of a committee recommendation to deny tenure, or opposition by an administrative officer below the President to a recommendation to grant tenure, the recommendation of the committee and reasons for any contrary recommendation shall be made available promptly to the faculty member under consideration. If the faculty member believes that the committee's recommendation to deny tenure violated University policy or state or federal law, he or she shall be given seven (7) working days from the date of notification of the recommendation to submit a written statement detailing this violation. This statement shall be forwarded to each successive administrator along with the recommendations from the tenure committee. If the faculty member believes that an administrator's opposition to a recommendation to grant tenure violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant tenure, then the faculty member may appeal the decision through the grievance procedure. In any grievance proceeding, the department and/or the tenure committee shall be represented by a member of the tenure committee selected by the prevailing side of the committee. Although a grievance may not be filed until the Provost has made his or her recommendation to the President, the grievance shall be against the administrator whose action is being grieved. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

When a department head is under consideration for tenure, the successive forwarding of the tenure committee's recommendation shall begin with the dean of the college, rather than the department head.

The department head, the college dean, or the Provost may elect to postpone consideration of a faculty member for tenure, without prejudice, if the recommendation from the tenure committee for the granting or denial of tenure is made in a year earlier than the final year of the probationary period. The decision to postpone and the reasons for postponement shall be communicated immediately in writing to the faculty member and the tenure committee. However, the faculty member must either be granted tenure by the beginning of the first year after the end of the probationary period or be notified by the end of the probationary period that his or her appointment will be terminated at the end of one (1) additional year. Once a faculty member is on a regular tenure-track appointment, the use of multi-year research, special or temporary appointments to extend the probationary period for tenure is not permitted.

Greene explained that voluntary recusals should not need approval, and these often involve private issues. Department heads need to be aware of the information on the Provost's website when preparing applications for tenure.

Eykholt noted that last month there were some members of the AAUP who had concerns about some of the wording in the earlier version of the motion, and those issues have been resolved with Steve Mumme, President, AAUP.

Steve Robinson said that the sentence directing department heads to consult a website was odd and trivial. He asked why it needs to go into the Manual. Margarita Lenk said that she found the language helpful given the amount of turnover on campus. Turk clarified that AAUP is, indeed, satisfied with the current language. Eykholt said that they were satisfied by the removal of the word “guidelines,” since that word suggested that the Provost’s office sets the guidelines.

Steven Hayne was troubled by the word “website.” He added that we need to be technology agnostic in case the format changes in 3-5 years.

Hayne moved to amend the main motion as follows:

E.10.5.1 Origin and Processing of Tenure Recommendations

The head of the department shall initiate the process leading to a recommendation for the granting or denial of tenure not later than the beginning of the final year of the probationary period of the faculty member. The department head should consult with the tenure committee before initiating this process. The department head should also consult the website of the Office of the Provost for information and forms regarding applications for tenure.

Lenk asked how many current references to websites are currently in the manual. Eykholt said “many.” Matt Malcolm said that “the website” is practical now and for the foreseeable future.

Hayne’s motion to amend the main motion was not approved.

Ursula Daxecker reported that her department had remaining concerns about the language and whether or not the sentence should be added to the Manual. She asked what are the forms? What is the information? Why does it need to go into the Manual. Eykholt explained the types of information that are contained on the website. Greene’s motion was adopted.

C. Proposed Revisions to Section E.13 - Advancement in Rank (Promotion) - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.13 – Advancement in Rank (Promotion) to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined - Deletions - ~~overseored~~

E.13 Advancement in Rank (Promotion)

Except in unusual circumstances noted in the statement of reasons given for the promotion recommendation, when tenure is granted to an assistant professor, the individual shall be promoted concurrently to associate professor.

~~Faculty are normally eligible for consideration~~ Normally, after five (5) years in rank as an associate professor, faculty are eligible to be considered for promotion from associate professor to professor ~~after five (5) years in rank. If the promotion is approved, it shall become effective the following July 1.~~ Advancement from associate professor to professor may ~~occur~~ be considered prior to five (5) years in rank in those cases in which the faculty member's performance clearly exceeds the standards for promotion to professor established pursuant to the performance expectations stipulated in Section E.11.

Service at other academic institutions may or may not count toward time in rank. The appointment letter shall state unambiguously whether or not service at other institutions will count towards time in rank at Colorado State University and state specifically the exact number of years of prior service credit being granted. The department head and dean are responsible for apprising the candidate of this possibility.

E.13.1 Origin and Processing of Recommendations

The head of the department shall initiate the process leading to a recommendation for the granting or denial of promotion. The department head should consult with the promotion committee before initiating this process. The department head should also consult the website of the Office of the Provost for information and forms regarding applications for promotion.

Because this recommendation is primarily a faculty responsibility, the department head shall ask the promotion committee to vote by ballot for or against promotion of the faculty member being considered. A promotion recommendation shall be by a majority vote of the promotion committee. The recommendation shall include a vote summary and a statement of reasons representing the majority and minority points of view. The recommendation shall be forwarded successively to the department head, the dean of the college, the Provost, and the President for review and either endorsement or opposition. The Board has delegated the final decision to the President.

The promotion committee must have at least three (3) members and shall consist of all eligible department faculty members, or, if so specified in the department code, a duly elected committee thereof. The department head, college dean, Provost, and President are not eligible to serve on the promotion committee and shall not be present during the committee's deliberations, except when specifically invited by the committee. A faculty member holding an administrative appointment (as defined in Section K.12.a) of more than half time is not eligible to serve on the promotion committee, unless the department code specifies otherwise. If a faculty member holding an administrative appointment does serve on the promotion committee, it is expected that he or she will not participate in discussions of the case at higher administrative levels. A faculty member with a conflict of interest is expected to recuse himself or herself, ~~and the University Grievance Officer must approve any recusals.~~ The eligible department faculty members are all other tenured department faculty members of higher rank than the faculty member under consideration. If a committee of at least three (3) tenured faculty members of

higher rank within the department cannot be constituted, then additional tenured faculty members of higher rank shall be selected from other departments within the University so as to produce a committee of three (3) members. A department may specify in its code a procedure for narrowing the pool of eligible additional members to faculty in disciplines similar to that of the candidate, possibly including faculty from other colleges. In the absence of such a procedure, the pool shall consist of all tenured faculty members of higher rank on the promotion committees from all departments within the college. The department head shall draw the additional members of the promotion committee by lot from the pool of eligible faculty members. Faculty members from other departments may decline to serve on the promotion committee.

After a recommendation is received from the promotion committee, a contrary recommendation shall be issued at a higher administrative level below the President only for compelling reasons that shall be stated in writing to the faculty member, the promotion committee, and all administrators who have previously supported or reversed the recommendation. If such a contrary recommendation is issued, the faculty member, the promotion committee, and all administrators who have previously reviewed the recommendations shall be given seven (7) working days from the date of notification of the contrary recommendation to respond in writing to the administrator's reasons for opposition, and the contrary recommendation may be opposed at an even higher administrative level. The responses from the faculty member, the promotion committee, and the administrators shall be forwarded to each successive administrator along with the recommendation and rationale for the contrary recommendation.

In the event of a committee recommendation to deny promotion or opposition by an administrative officer below the President ~~of~~ to a recommendation to grant promotion, the recommendation of the committee and the reasons for any contrary recommendation shall be made available promptly to the faculty member under consideration. If the faculty member believes that the committee's recommendation to deny promotion violated University policy or state ~~and~~ or federal law, he or she shall be given seven (7) working days from the date of notification of the recommendation to submit a written statement detailing this violation. This statement shall be forwarded to each successive administrator along with the recommendation from the promotion committee. If the faculty member believes that an administrator's opposition to a recommendation to grant promotion violated University policy or state or federal law, and the Provost has endorsed the recommendation of the administrator not to grant promotion, then the faculty member may appeal the decision through the grievance procedure. In any grievance proceeding, the department and/or the promotion committee shall be represented by a member of the promotion committee selected by the prevailing side of the committee. Although a grievance may not be filed until the Provost has made his or her recommendation to the President, the grievance shall be against the administrator whose action is being grieved. However, the effective date of notification of the grievant shall be the date of notification of the Provost's recommendation.

When the department head is under consideration for promotion, the successive forwarding of the promotion committee's recommendation shall begin with the dean of the college, rather than the department head.

E.13.2 Notification of Presidential Action on Advancement in Rank

When the President has ruled on a recommendation relating to promotion for a faculty member, the faculty member shall be notified promptly in writing of the action taken.

Greene explained that the change to the second paragraph clarifies the intent of the original wording and conforms with current practice. Voluntary recusals should not need approval, and these often involve private issues. Department heads need to be aware of the information on the Provost's website when preparing applications for promotion.

Greene's motion was adopted.

D. Proposed Addition of Appendix 6: Familial Relationships - Committee on Responsibilities and Standing of Academic Faculty

Green, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Appendix 6: Familial Relationships to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined - Deletions - ~~overseored~~

APPENDIX 6: FAMILIAL RELATIONSHIPS

The University is committed to the principle that its personnel shall carry out their duties in an objective and ethical fashion and in an atmosphere in which conflicts of interest are identified and managed. A situation in which an employee retains a direct supervisory or evaluative role over a family member creates conflicts of interest and perceptions of undue advantage or disadvantage.

For the purposes of this Appendix, the following definitions shall apply:

- a. "Family Member" shall mean and refer to a spouse, domestic partner, parent, sibling, or child (as defined in Appendix 3).
- b. "Student" shall mean and refer to any person applying to the University or currently enrolled, either full-time or part-time, in any course or academic program associated with Colorado State University.
- c. "Employee" shall mean and refer to any person currently employed by Colorado State University, either full-time or part-time, in any location and in any capacity. "Employee" shall include, but is not limited to, administrators, faculty, administrative professionals, state classified staff, graduate assistants, student hourly employees, non-student hourly employees, non-paid staff, and student work-study employees.
- d. "Exercise(s) Authority" shall mean and refer to evaluating, providing oversight, supervising, academic advising, mentoring, coaching, counseling, providing extracurricular oversight, and/or otherwise participating in or influencing votes or decisions that may reward or penalize a Student or subordinate Employee.

e. “Supervisor” shall mean the individual who performs the Employee’s annual evaluation.

An Employee shall notify his or her Supervisor immediately in writing of a situation in which the Employee is in a position to Exercise Authority over a Family Member who is a student or a subordinate Employee. Within fifteen (15) working days of receiving this notification, the Supervisor shall consult with his or her supervisor to develop a plan to manage or eliminate conflicts of interest and mitigate adverse effects on the involved parties and other third parties. This plan shall document in writing the actions that shall be taken, including one or more of the following actions:

a. Transferring supervisory, decision-making, evaluative, academic, and/or advisory responsibilities;

b. Providing an additional layer of oversight to the supervisory role;

c. Transferring one of the individuals to another position; and/or

d. Taking any other action reasonably necessary to manage or eliminate the actual or potential conflict of interest and/or mitigate adverse effects.

In addition, an Employee shall refrain from participating in or influencing votes or decisions that may reward or penalize a Family Member who is a Student or Employee (such as votes or decisions regarding tenure and/or promotion).

A violation of this policy may lead to disciplinary action, as permitted by University policy and law, up to and including termination of employment.

Retaliation against persons who report concerns about Familial Relationships is prohibited and constitutes a violation of this Policy.

Greene explained that this new appendix addresses how to manage or eliminate conflicts of interest that arise when an employee exercises authority over a family member.

Greene’s motion was adopted.

Action Items Continued

F. Request for a New Master of Agricultural Extension Education - Plan C - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request for an new Master of Agricultural Extension Education - Plan C as follows:

A plan C master’s program, Master of Agricultural Extension Education (M.A.E.E.) in the College of Agricultural Sciences be established, effective Fall Semester 2011.

Makela explained that this proposal was reviewed and approved by the following committees: Committee on Scholarship, Research, and Graduate Education on December 9, 2010; University Curriculum Committee on February 18, 2011. She added that according to the program proposal:

“...The college proposes to offer students the choice of earning a Master of Agricultural Extension Education degree utilizing the Plan C (coursework only) option, a degree oriented toward students who do not plan to pursue further graduate study and are interested in course content relevant to their professional interests and goals often in Extension.

Adding the Plan C degree option represents an additional and attractive element to the existing Plan A and B options in the Masters of Agriculture for those students who wish to enhance their academic credentials but have no desire to obtain a Ph.D. This degree option builds on the strengths of the existing graduate professional program leading to the M.Agr. degree...”

Makela’s motion was adopted.

G. Request for Plans A and B - MS in Conservation Leadership - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that Faculty Council adopt the request for Plans A and B - MS in Conservation Leadership as follows:

Plans A and B be established in the Master of Science in Conservation Leadership, effective Fall Semester 2012.

Makela explained that the Department of Human Dimensions of Natural Resources proposed a Master of Science degree in Conservation Leadership (Plans A and B). This new degree, pending approval of the Board of Governors and CCHE, would be effective Fall Semester 2012. The proposal was reviewed and approved by these committees: the Committee on Scholarship, Research, and Graduate Education on February 16, 2011 and the University Curriculum Committee on March 4, 2011.

Makela added that according to the Phase I document submitted by the college:

“The Natural Resources Conservation Field is in need of leaders who can tackle the increasingly complex and multi-dimensional conservation problems facing society. In talking with the principal employers of our graduate students across the public, private, and nonprofit sectors, we identified a strong need to train generalist practitioners who have a strong foundation in science, leadership, and management. These generalist practitioners will need to be able to engage in cross-disciplinary problem solving, to work in cross-cultural and cross-boundary contexts, and to be comfortable with and skilled at operating in an environment of increasing complexity and uncertainty....

This Masters Degree Program will take 18-months to complete and includes a rigorous set of course work in three general competency areas including:

- (1) natural sciences,
- (2) social sciences, and
- (3) management and leadership.

From a curricular perspective our goal is to create a learning environment that will motivate students to understand and tackle problems across disciplines and use this knowledge to develop effective real-world solutions...”

Makela’s motion was adopted.

- H. Request for a New Arabic Interdisciplinary Minor in the Department of Foreign Languages and Literatures - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request for a new Arabic Interdisciplinary Minor in the Department of Foreign Languages and Literatures as follows:

An Arabic Studies interdisciplinary minor be established in the Department of Foreign Languages and Literatures effective Fall Semester 2011.

Makela noted that the request was reviewed and approved by the University Curriculum Committee on February 18, 2011. Makela noted that according to the request submitted by the Department of Foreign Languages and Literatures:

“The interdisciplinary minor will allow students to gain additional strength in Arabic and Middle-Eastern/North African Studies including Arabic language, literature, culture, history, philosophy and political science. The minor will provide recognition of its completion on the transcript. It may help attract and retain more students from the College of Liberal Arts, as well as from other colleges.”

Makela’s motion was adopted.

- I. Request to Transfer the Major and Minor in Watershed Science - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request to Transfer the Major and Minor in Watershed Science following:

The Master of Science in Watershed Science (M.S. degree program) be moved from the Department of Forest, Rangeland, and Watershed Stewardship to the Department of Ecosystem Science and Sustainability. The effective date is Summer Semester 2011.

Makela explained that the request was approved by the University Curriculum Committee on March 25, 2011. She add that according to the request submitted by the Department of Forest, Rangeland, and Watershed Stewardship:

“The administration of the Watershed Science Master of Science is being transferred from the Department of Forest, Rangeland and Watershed Stewardship (FRWS) to the new Department of Ecosystem Science and Sustainability (DESS). This transfer is occurring as a result of reorganization within College of Natural Resources. Four of the five Watershed faculty are moving from FRWS to DESS.”

Makela’s motion was adopted.

- J. Request to Rescind the Review Course Policy in the 2011-2012 General Catalog - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request to rescind the Review Course Policy in the 2011-2012 General Catalog as follows:

To rescind the Review Course policy adopted by Faculty Council June 19, 1984

“That academic departments may, with the approval of the University Curriculum Committee and the Faculty Council, exclude review courses from being counted toward the satisfaction of graduation requirements of an approved undergraduate program of study, either specifically or as elective. However, Departments receiving approval to exclude such courses must identify the courses in the University Catalog and indicate whether the excluded courses can be counted as electives to satisfy graduation requirements.”

Makela explained that the Colorado State Statute and State Policy supersedes the 1984 Faculty Council policy. She explained that courses transferred to Colorado State through gtPathways (guaranteed transfer) and/or statewide articulation agreements must be accepted as transfer credits. Courses currently listed in review statements, either transferred or taken at CSU, will be counted as free electives henceforth. To comply with State Statute we request rescinding the policy.

Makela’s motion was adopted.

K. 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 the Faculty Council adopt the proposed revisions to the *Manual*, Section I.8 Student Course Survey to be effective upon approve by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~strikeouts~~

I.8 Student Course Survey

The Student Course Survey is designed to provide feedback to course instructors and is to be used for course improvement. 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 forwarded directly to the course instructor, and 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.~~ At the end of each term, survey forms shall be digitized and responses shall be tabulated. Summaries of responses for each course surveyed shall be posted at <http://coursesurvey.colostate.edu>. Access to the summaries shall be granted to anyone with a CSU eid. Access to digital copies of the survey forms shall be granted only to the course instructor(s), to individuals explicitly granted access by the instructor, and to any other persons granted access by the department code. Costs for conducting and providing access to survey results shall be shared by the University and the Associated Students of Colorado State University (ASCSU). ASCSU’s financial contribution shall not exceed half of the required financial resources to operate this program. The Committee on Teaching and Learning is responsible for making recommendations regarding the survey instrument and its use. Changes to the Student Course Survey shall be approved by Faculty Council.

Lenk explained that, in order to save time and money, the results of the student course survey will now be posted on the Web, and the original forms will no longer be returned to the instructor. The new language allowing access to digitized course forms to departments is provided to address two scenarios. First, the instructor might want a colleague to view the forms and provide feedback on them. Second, department codes can allow such access, as prescribed in Section E.12.1: “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.” In addition, it reflects the difficulties inherent in the existing process, which does not use coversheets, to return the paper forms.

David Greene asked about the digital version of the comments, specifically individuals cannot remove individual sheets, etc. Stephen Hayne asked a question to clarify the motion (he restated the key components of the motion accurately). He also asked about what the policy would be for disposal of the digital remnants. Lenk said that the paper ones would be shredded immediately and the digital ones would be kept until the individual is no longer employed (though that level of detail is not included in the motion). Louann Reid asked a question about the handwriting issue—in the case of departments that have an assistant transcribe the comments, a faculty member could still release the access to the comments to the administrative assistants. Reid said that she was concerned about protecting the students’ privacy. Eykholt noted that the process used by the English Department is currently in violation of the Manual. Miguel Mostafa said that he uses the online version of the student survey, which alleviates the privacy concern raised by Reid. He also said that the online version returns a shorter document to the instructor and also saves time. He added that the disadvantage to the online version is that the response rate is lower than if you deliver it in class. Lenk reported that the Committee on Teaching and Learning is addressing this issue as well. Jared Orsi confirmed that faculty will be able to print out copies if they so choose. Dana Hoag asked about the length of time that the records are retained/used. Lenk and Eykholt confirmed that this motion does not change any processes for archiving of comments. Alex Bernasek asked why originals are being shredded rather than returned to the faculty members (if they need to print them out later). Lenk said that there were enough departments that violated a faculty member’s privacy in violation of the Manual policy to warrant the shredding of the originals so faculty members can control who sees their evaluations. Eykholt noted that faculty have told him that departments are illegally intercepting their course evaluations. Haynes asked the Committee on Teaching and Learning to examine the issue of how long the records are retained with that concern in mind. He also raised the issue of hacking.

Lenk’s motion was adopted.

L. Proposed Revisions to the Student Course Survey - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the revisions to the Student Course Survey, found on pages 128-130 of the Faculty Council Agenda, to be effective Spring 2011.

Lenk explained that the University has obtained new software for processing the Student Course Survey forms. This will save the University a considerable amount of money in conducting the surveys. However, the new software requires a reconfiguration of the information on the forms. There has been no change to the questions that are asked. Eykholt further explained that the changes were made in a way that tried to accommodate the concerns expressed on the floor of Faculty Council when the form was changed initially. Lenk addressed additional benefits for the new form noting that the Disabled Student Services like the new form because of it is larger print, and there is more space for written comments.

Matt Malcolm wanted clarification about the course reference number and how it will be used by the new system. Eric Ross asked about who will get the form for team taught courses. Eykholt explained that the forms can be given for each instructor.

Lenk’s motion was adopted.

- M. Proposed Revisions to the *General Catalog* and *Graduate Bulletin* - Advising and Registration - Student Option Pass/Fail - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the proposed revisions to the Advising and Registration Section Contents in the *General Catalog* and the *Graduate Bulletin* to be effective Fall 2012 as follows:

Additions - Underlined Deletions - ~~Strikeouts~~

ABOUT GRADES

Traditional Grading – Plus/Minus

Term grades are reported using the scale below.

Faculty use of +/- grading is optional. Course instructor(s) should indicate on the course syllabus and/or policy statement the grading system used in the course.

Grade points

Grade per credit

A+ 4.000

A (Excellent) 4.000

A- 3.667

B+ 3.334

B (Good) 3.000

B- 2.667

C+ 2.334

C (Satisfactory) 2.000

D (Poor, but passing) 1.000

~~I (Incomplete) *~~

F (Failure) 0.000

~~W (Withdrawal) *~~

S (Satisfactory) **

~~H (Honors) **~~

U (Unsatisfactory) *

I (Incomplete) *

W (Withdrawal) *

H (Honors) **

AU (Audit) *

NG (No Grade Reported) *

NGC (Non Graded Component) *

* Credits not used to compute grade point average (GPA) and not counted toward graduation.

** Credits not used to compute GPA but counted toward graduation.

Credits for courses graded F are used to compute GPA, but they do not count toward graduation.

When an X is placed before a grade, e.g., XA, XB, etc., the student has been granted an academic fresh start. These grades are not calculated into the grade point average.

When an R is placed before the grade, the student has elected to repeat the course under the terms of the University's Repeat/Delete policy. The original course grade is not calculated into the grade point average.

When an ~~AD~~ **AM** is placed before the grade, it indicates a finding of academic misconduct by the student in the particular course. For more information, see "Procedures for Dealing with Academic Misconduct" in the Academic Integrity section of the Policies and Guiding Principles chapter.

Students may contest whether or not an assigned grade was recorded accurately in the educational record by following the procedures described under the Grade Appeal section.

Student Option ~~Pass/Fail~~ Satisfactory/Unsatisfactory

Students may elect ~~pass/fail~~ **satisfactory/unsatisfactory** grading in one course per term in courses offered for student option ~~pass/fail~~ **satisfactory/unsatisfactory** grading under the following conditions:

Undergraduate students, except first-term freshmen and transfers, with a cumulative Colorado State grade point average of 2.000 or better and with the adviser's consent, may register for approved courses on a student option ~~pass/fail~~ **satisfactory/unsatisfactory** basis. This work may not be in areas of study required in the student's major, minor, teacher licensure, or for All-University Core Curriculum requirements (i.e., it must consist of free electives not specified as to general area of study. A 3-credit social science requirement, for example, would not be considered free electives.) Students must register for the course first, then complete the Student Option ~~Pass/Fail~~ **Satisfactory/Unsatisfactory** and Audit Grading form to elect this option. The form can be found at the Registrar's Office, First Floor, Centennial Hall, or online at www.registrar.colostate.edu. Changes to ~~pass/fail~~ **satisfactory/unsatisfactory** grading can only be made during the add/drop period.

Performance equivalent to a grade of ~~D~~ **C** or better is recorded as S (~~pass~~). Performance equivalent to **a D or an F** is recorded as U (~~fail~~). Neither the S or U grades are used in calculating the Colorado State grade point average; however, courses graded S may apply to graduation requirements.

A grade for a course taken as ~~pass/fail~~ **satisfactory/unsatisfactory** may not be converted to a traditional grade for purposes of improving the GPA to meet graduation or scholastic requirements. In situations where students change their major or minor to include required courses taken previously for ~~pass/fail~~ **satisfactory/unsatisfactory** grades, the major department will determine if such courses may be considered as fulfilling degree requirements. When it is determined that an ineligible student is or has been registered for a ~~pass/fail~~ **satisfactory/unsatisfactory** course, a traditional grade will be assigned. A correct ~~pass/fail~~ **satisfactory/unsatisfactory** registration including adviser approval is the express responsibility of each student.

~~Pass/fail~~ **Satisfactory/Unsatisfactory** registration policies for graduate students are described in the *Graduate and Professional Bulletin*, <http://graduateschool.colostate.edu/index.asp?url=catalog>.

Lenk explained that this motion proposes to eliminate the "Pass/Fail" language used at CSU. Please note in the first part of the catalog included in this motion that there are no grades called "Pass" or "Fail". Instead, the registrar records these grades as "Satisfactory" and "Unsatisfactory". Correcting this inconsistency provides the first reason for this motion.

The second reason is the fact that "Pass" in the past at CSU has meant any grade above "F", including a "D" grade. Therefore a student earning the equivalent of a "D" would get a "Satisfactory" on their transcript. Many stakeholders feel that this is unacceptable for the following reasons:

- a. Most universities, as well as most faculty, define a "Satisfactory" grade as the equivalent of A, B, or C grades, and "Unsatisfactory" as D or F grades. This difference is especially important in degree programs that require a "C" or better to proceed to the next class, and for a course to count for the degree. Right now, allowing a student to continue in a degree program

- b. In addition, transfer credit is NOT accepted for any grades lower than a C, so our current use of “Pass” and “Fail” definitions for records that are kept with the words “Satisfactory” and “Unsatisfactory” is hurting the ability of our students to transfer course credits to other universities.
- c. One could argue that there is little incentive for a student in a “Pass/Fail” course to exert effort higher than a “D” grade level of effort. By changing to a “Satisfactory” grade meaning performance consistent with a grade of A, B, or C, and an “Unsatisfactory” grade meaning performance consistent with a grade of D or F, we are hoping that this will increase the “minimum effort” incentive to perform at a “C” level rather than a “D” level. Indirectly, we are hoping that this will prevent more students from making poor decisions and habits that carry over to decreases in their traditionally graded courses.
- d. We are hoping that by offering more elective courses as “Satisfactory/Unsatisfactory”, that students will have a greater incentive to explore and take courses from a variety of disciplines. If a student wants to learn something about a topic by registering for a class, but is unwilling to exert efforts above what would result in a “D” grade, we can advise that student to audit the course rather than taking that course for credit.

The Committee on Teaching and Learning is recommending keeping all of the current policies regarding when these courses can be taken as “satisfactory/unsatisfactory” will stay the same, that freshmen cannot take classes as “Satisfactory/Unsatisfactory”, that any student cannot take the AUCC core curriculum courses as “Satisfactory/Unsatisfactory”, that courses required for a major cannot be taken as “Satisfactory/Unsatisfactory”, and that students can only take “Satisfactory/Unsatisfactory” courses if their GPA is 2.0 or higher.

Lenk’s motion was adopted.

- N. Request to Add Degree Conferral Language in the Graduation Procedures and Information Section in the 2011-2012 General Catalog - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request to add Degree Conferral language in the Graduation Procedures and Information Section of the *General Catalog* (Section 2.2, page 3, 2010-2011 General Catalog, Degree Conferral) to be effective upon Faculty Council approval as follows:

Additions – Underlined

Degree Conferral

Degree conferral only occurs three times each year, after the conclusion of the Fall, Spring, and Summer terms. The conferral date is the date which will be posted on the official transcript and the diploma. This is the date when the degree is considered officially awarded. A degree is a credential. There are three documents that provide evidence of that credential: an official transcript, a diploma, and a formal letter of completion from the Registrar’s Office.

CSU degrees will not be posted on the student’s record until the official degree conferral date has been reached for the semester in which the degree is being awarded. Completion of all requirements prior to the official degree conferral date will not result in early conferral of the degree. A student in this situation may request an official “Completion Letter” from the Registrar’s Office showing pending conferral of the degree. The degree will be conferred for the term in which the requirements are completed.

Makela explained that this request was reviewed and approved by the University Curriculum Committee on February 4, 2011. Makela added that Colorado State University has always conferred degrees in the same manner – once a term – but there has never been a statement of policy in the catalog that explains this process. As a result of recent inquiries (to the Registrar’s Office and the Graduate School) regarding this process the University Curriculum Committee reviewed all internal policy and procedure within the Registrar’s Office and Graduate School and current and historical Colorado State University catalogs. After this review, the University Curriculum Committee discovered there had never been language published on the policy in the catalog regarding degree conferral. Makela noted that, as a result, the University Curriculum Committee is asking that the requested language be considered as an addition to University policy and for publication in the *General Catalog*.

Makela’s motion was adopted.

- O. Request to Change the Contract for Completion of a Major or Minor Section in the 2011-2012 *General Catalog* - University Curriculum Committee

Makela, Chair, University Curriculum Committee, moved that the Faculty Council adopt the request to change the current catalog copy of the Contract for Completion of a Major or Minor language in the Graduation Procedures and Information Section of the *General Catalog* (*Section 2.2, page 3, 2010-2011 General Catalog*), to be effective upon Faculty Council approval as follows:

Deletions are in ~~strikeout~~; additions are underlined.

Contract for Completion of a Major or Minor

Candidates for degrees, after consultation with their advisor(s), must complete and sign a contract for each majors, second majors, second majors, and minors by Friday of the second week of classes in the end of the fourth week of the end of the fourth week of their graduation term in in at the department office(s) of their majors/minors. Each contract is the Degree Audit Report (DARS) and will be used for final graduation certification. Students not completing degree requirements that term must sign another contract in the beginning of the term graduation requirements will be completed.

Makela noted that this request was reviewed and approved by the University Curriculum Committee on February 4, 2010. She explained that the current language states contracts are due back the end of the fourth week after the start of a semester. Experience has shown a student being told several weeks into a semester they are missing a course for graduation is not acceptable. Especially, since this due date (fourth week) is past the census (add/drop) date, which means a student experiences limitations in not being able to adjust their course schedule to meet graduation requirements. With contracts due back the Friday of the second week of classes, students will be able to successfully complete all requirements toward graduation. By moving the due date earlier the student has time to make changes to their schedule and successfully graduate. Other additions are intended to add clarity to the definition of the contract and the process.

Makela’s motion was adopted.

- P. Proposed Revisions to the *Manual*, Section E.14.3.2 - Phase II Comprehensive Performance Reviews - Committee on Responsibilities and Standing of Academic Faculty

David Green, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved, that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.14.3.2 - Phase II Comprehensive Performance Reviews and that similar wording with the same footnote be used in all other places in the *Manual* where it states that something is to be part of a personnel file. This will be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions – underlined Deletions - ~~strikeouts~~

E.14.3.2 Phase II Comprehensive Performance Reviews (*last revised August 12, 2009*)

A Phase II Comprehensive Performance Review is initiated when the academic supervisor decides that a tenured faculty member's performance in a Phase I Review was not satisfactory, or it may be initiated as described in Section E.15.4.1. The initiation of a Phase II Review is not grievable by the faculty member. A Phase II Review Committee of at least three (3) tenured peers at the same or higher rank as the faculty member shall be selected to conduct a comprehensive performance review according to procedures specified in the code of the academic unit. These peers shall be selected from the same academic unit as the faculty member, unless that academic unit is a department that is too small, in which case, some of the peers may be from other departments within the same college. The academic supervisor shall not be a member of the Review Committee, nor shall any other administrator at the same administrative level as the academic supervisor or higher. The procedure for the selection of these peers shall be specified in the code of the academic unit. If the selection procedures are not specified in the code of the academic unit, then a committee of three (3) tenured peers shall be drawn by lot from the eligible faculty members in the same academic unit as the faculty member. If the academic unit is a small department with fewer than three (3) eligible faculty members, then additional tenured peers shall be drawn by lot from the eligible faculty members in the same college so as to increase the total number of committee members to three (3).

The code of each academic unit shall specify:

- a. The procedure for the selection of a Phase II Review Committee;
- b. Procedures for assuring impartiality and lack of bias among members of the Phase II Review Committee;
- c. The criteria to be used by the Phase II Review Committee, including standards for evaluation which reflect the overall mission of the academic unit, and which permit sufficient flexibility to accommodate faculty members with differing responsibilities, effort distributions, and workloads;
- d. The types of information to be submitted by the faculty member being reviewed; and
- e. Any additional information to be used in evaluations, such as peer evaluations and student opinions of teaching.

As a result of a Phase II Comprehensive Performance Review, one (1) of the following three (3) outcomes shall be selected by a majority of the Phase II Review Committee:

- a. The faculty member has met the reasonable expectations for faculty performance, as identified by his or her academic unit;
- b. There are deficiencies, but they are not judged to be substantial and chronic or recurrent;
- c. There are deficiencies that are substantial and chronic or recurrent.

Regardless of the outcome, the Review Committee shall prepare a written report and provide the faculty member with a copy. If the second outcome is selected, the written report may recommend that the academic supervisor design a specific professional development plan to assist the faculty member in meeting expectations. If the third outcome is selected, then the written report shall explain what deficiencies led to that selection.

For either of the first two (2) outcomes, no further action is necessary. For the third outcome, taking into account the faculty member's actions, prior actions and history, and whether a pattern exists, the committees's written report shall recommend whether or not disciplinary action should be pursued as described in Section E.15.

The faculty member shall then have ten (10) working days to prepare a written response to this report. For informational purposes, both the report and the faculty member's response shall be forwarded to the academic supervisor, and, at successive steps, to each higher supervisor, ending with the Provost.

If the Review Committee selects the third outcome and identifies deficiencies that need to be remedied, the academic supervisor shall design a specific professional development plan indicating how these deficiencies are to be remedied and setting time-lines for accomplishing each element of the plan. The faculty member shall be given the opportunity to work with the academic supervisor on the design of this plan. This development plan shall be submitted to the next higher administrative level for approval, and the faculty member shall be given a copy of the approved plan. This professional development plan shall be considered to be part of the faculty member's official personnel file.*

*The term "personnel file" refers to information collected because of the employer-employee relationship, and it does not necessarily refer to a single physical file. In order for information to be part of the personnel file, there must be a reasonable expectation that such information will be kept private. Information in the personnel file is generally not made available for public inspection, but it is available to the individual and to his or her supervisors.

Greene explained that this addition helps to protect the confidentiality of the professional development plan. Similar wording appears in several other places in the Manual (e.g., Section E.14, Section E.15.9, and Sections VI.G and VII.F.8 of Appendix 4), and this proposal ensures that the same wording is used in each such instance.

Eykholt explained what the legal term "personnel file" means and how the footnote explaining what the "personnel file" is will be included throughout the *Manual*.

Greene's motion was adopted.

Q. Proposed Revisions to the *Manual*, Section F.3.2.1 - Leave Accrual - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section F.3.2.1 – Leave Accrual - to be effective upon approval by the Board of Governors of the Colorado State University Systems as follows:

Additions - underlined - Deletions - ~~overseored~~

F.3.2 Sick Leave

F.3.2.1 Leave Accrual

Full-time academic faculty members and administrative professionals on regular, multi-year research, or special twelve (12) month appointments and full-time temporary academic faculty members and administrative professionals on twelve (12) month appointments who have completed twelve (12) consecutive months of employment earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum. One (1) day of sick leave is considered to be eight (8) hours of sick leave.

Full-time academic faculty members and administrative professionals on regular, multi-year research, or special nine (9) month appointments and full-time temporary academic faculty members and administrative professionals on nine (9) month appointments who have completed two (2) consecutive semesters earn one and one-quarter (1.25) days of sick leave per month, cumulative with no maximum. Full-time nine (9) month academic faculty members and administrative professionals who accept summer session appointments accumulate sick leave at the rate of one and one-quarter days (1.25) per month while on such appointment.

Academic faculty members and administrative professionals on regular, multi-year research, or special appointments of less than full-time, but at least half-time (0.5) earn sick leave prorated by the part time fraction of their appointment. Academic faculty members and administrative professionals on temporary appointments of less than full-time, but at least half-time (0.5) earn five (5) hours of sick leave per month.

No sick leave is earned by employees working less than half-time (0.5) or employed on an hourly basis. Postdoctoral fellows and graduate assistants do not earn sick leave.

Employees who begin work after the first of a month or who terminate before the end of a month earn sick leave on a prorated basis as described in the *Personnel/Payroll Manual (Section 2)*.

The accrual of sick leave is rounded to the nearest 1/100 of an hour.

Sick leave does not accrue during leave without pay nor during sabbatical leave. Sick leave accrued during periods of paid leave (annual, sick, injury, etc.) is not credited to the employee until he or she returns to work.

At the time of initial employment, the employee shall receive an amount of sick leave equal to that which they are expected to earn during their first year of employment (as described above). This initial year of sick leave is an “advance” and must be earned before any additional sick leave shall accrue. It is possible that it will take the employee more or less than one (1) year to earn the amount of sick leave advanced and begin

accruing additional sick leave (e.g., the employment status could change, or the employee could take leave without pay).

If an employee with accrued sick leave changes to an employment status that is less than half-time (0.5), without a break in service, the employee shall retain his or her accrued sick leave and the ability to use this sick leave for a period of one (1) year, provided he or she remains employed by the University. If the employee changes to a status that is again eligible to earn sick leave within the one (1) year period and without having his or her employment with the University terminated, then the accrued sick leave shall continue to be available for use by the employee.

Greene explained that this sick leave advance will allow the employee to satisfy the elimination period for the use of short-term disability (for example, in the case of maternity leave).

Greene's motion was adopted.

R. Proposed Revisions to Section B.2.6 - University Centers, Institutes, and Other Special Units - 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 B.2.6 - University Centers, Institutes, and Other Special Units, to be effective upon approval by the Board of Governors of the Colorado State University Systems as follows:

Additions - underlined - Deletions - ~~overseored~~

B.2.6 University Centers, Institutes, and Other Special Units (*last revised June 22, 2004*)

Centers, Institutes, and Other Special Units (hereinafter referred to as "CIOSUs") exist to promote teaching or research, provide academic support services, and/or perform service or outreach functions consistent with the mission of the University. The enhancement of undergraduate and graduate education is an important function of CIOSUs. However, CIOSUs ~~normally do not offer courses for credit, do not admit students, and~~ do not have faculty positions that exist outside regular academic departments.

B.2.6.1 Definitions

no change

~~B.2.6.2 Courses for Credit~~

~~The CIOSUs normally do not offer courses for credit. Exceptions are CIOSUs that administer or coordinate University Interdisciplinary Studies Programs (hereinafter referred to as "ISPs") that have been submitted and approved through regular curricular channels as prescribed in the *Curriculum Handbook*. The CIOSUs that administer such ISPs may offer courses for credit that are cross-listed with regular academic departments or colleges. These courses must be approved through the regular curricular channels of the departments, colleges and university.~~

~~The CIOSUs that administer or coordinate ISPs may offer courses for credit that are not cross-listed with regular academic departments only if such courses are interdisciplinary courses that are appropriate to the relevant ISP, but cannot be identified with a unique regular academic department. Interdisciplinary courses appropriate to an ISP that cannot be identified with a unique regular academic~~

department, but can be identified with a unique college, must be submitted and approved through that college's regular curricular channels. Interdisciplinary courses appropriate to an ISP that cannot be identified with a unique college shall be forwarded directly to the Office of the Provost for approval. In all of the above cases, courses must be submitted to and approved by the University Curriculum Committee.

B.2.6.32 Procedures for Approval of CIOSUs

no change

B.2.6.43 CIOSU Oversight

no change

B.2.6.54 Guidelines for Preparing Proposals for CIOSU Establishment

no change

B.2.6.65 Procedures for Periodic Evaluation of CIOSUs

no change

B.2.6.76 Scheduling Periodic Evaluations

no change

B.2.6.7 Courses and Programs of Study

A CIOSU may have a role in courses and/or programs of study (undergraduate majors and minors and graduate degrees and interdisciplinary studies programs) offered by departments, colleges, and/or the Office of the Provost. However, if a CIOSU wants to offer courses and/or house programs of study itself, then it must apply to become a Special Academic Unit as described in Section C.2.8.

B.2.6.8 Non-Profit Corporations

no change

Greene explained that this change acknowledges the creation of Special Academic Units to allow units other than departments, colleges, or the Office of the Provost to offer courses and/or house programs of study.

Greene's motion was adopted.

S. Proposed Revisions to the *General Catalog*, Add Descriptions of Mentored Research and Artistry Program - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the request to add the following descriptions of the Mentored Research and Artistry Program to the *General Catalog* to be effective upon Faculty Council approval as follows:

Additions – Underlined - Deletions - ~~Overseored~~

MENTORED RESEARCH and ARTISTRY PROGRAM

Students are invited to participate in the Mentored Research and Artistry Program. The program recognizes excellence in undergraduate research, scholarly inquiry, and artistry. Students who complete the requirements of the program will be awarded a certificate of completion, will have their completion of the program noted on their University transcripts, and will earn the right to wear the Mentored Research and Artistry Program Silver Ribbon with their graduation regalia. Students can find information about and enroll in the program by visiting the website of the Office for Undergraduate Research and Artistry in The Institute for Learning and Teaching.

and

MENTORED RESEARCH AND ARTISTRY PROGRAM

Office in the TILT Office for Undergraduate Research and Artistry
Mark A. Brown, Director
(970) 491-2276
<http://tilt.colostate.edu/oura/>

Program Background

The faculty, staff, and students at Colorado State University are actively engaged in a wide range of scholarly activities that both anticipate and respond to the interests and needs of the people of Colorado, the nation, and the world. In these endeavors, we are recognized as one of the most highly rated public research universities in the United States. Faculty, staff, and students at Colorado State University are pioneers in a variety of disciplines that help shape our global environment. The Mentored Research and Artistry Program provides a structure for undergraduate students to engage in these activities. Whether investigating infectious disease or the benefits of music therapy, international economics or regional climate change, every undergraduate is encouraged to contribute to the scholarly output of Colorado State University.

Program Philosophy

Aristotle noted, "For the things we have to learn before we can do them, we learn by doing them." The development and application of new knowledge plays an essential role at research-intensive universities, enhancing both learning and teaching. The Mentored Research and Artistry Program allows students to initiate a learning experience under the close guidance of a faculty mentor. Research and artistry, as an extension of the learning experience beyond the classroom, leads to the acquisition of skills and unique mindsets necessary to create new ideas and expand human knowledge. Through inquiry, students become their own teachers pursuing answers to unresolved questions and enriching their educational experience. For example, a student may use techniques learned in a chemical engineering laboratory to explore alternatives for clean energy. Another student might expand the technical repertoire of acrylic painting in the context of experimenting on canvas. In all cases, each student's path to new knowledge is enhanced with the guidance and experience of a mentor. The role of faculty mentors in undergraduate inquiry is to provide input, feedback, and support while guiding students in the responsible and ethical pursuit of new knowledge and experiences.

Main Features

The Mentored Research and Artistry Program is designed to enhance and recognize the learning experiences of undergraduates who are engaged in research, artistry, or other forms of creative work. The experience allows students to distinguish themselves as undergraduate scholars in their disciplines. This opportunity is open to all undergraduate students in good academic standing who have at least two full semesters remaining before graduation. The criteria for completion of the program are rigorous, ensuring that only the most dedicated students receive the distinction of Mentored Research and Artistry Program on their transcript. Students earn the right to wear the Mentored Research and Artistry Program's Silver Ribbon with their graduation regalia and of listing this distinction among their academic achievements

Requirements

To complete the program, the following requirements must be satisfied.

- 1) Inquiry projects must be conducted under the guidance of a faculty, staff, or industry mentor for a minimum duration of two semesters. Approval of projects by the Office for Undergraduate Research and Artistry is required. Forms and guidelines for program registration are available at <http://tilt.colostate.edu/oura/>.
- 2) Participating students must complete a workshop on the Responsible Conduct of Research (RCR), provided regularly by the Office for Undergraduate Research and Artistry. Upon completion of the RCR workshop, participants are required to complete the online RCR training and examination module available at <http://web.research.colostate.edu/rcr/>.
- 3) Students must register and actively participate in a student organization related to their discipline and approved by the Office for Undergraduate Research and Artistry. Students will be required to submit a letter from the organization's Faculty/Graduate Advisor verifying the student's active involvement for at least two semesters.
- 4) Students must complete a research methods course with a grade of C or higher. The course must be approved by the Office for Undergraduate Research and Artistry.
- 5) Inquiry projects must be presented at the University's annual Celebrate Undergraduate Research and Creativity (CURC) Showcase or another venue approved by the Office for Undergraduate Research and Artistry, such as a regional or national conference. A program highlighting the participant's project or a letter of verification from the faculty mentor must be included with the final report.
- 6) Projects must be submitted for publication in the University's *Journal of Undergraduate Research and Scholarly Excellence* or in another peer-reviewed journal, approved by the Office for Undergraduate Research and Artistry. A copy of the published manuscript or correspondence from an editor of the journal to which a manuscript has been submitted indicating the manuscript is under review should be included with the participant's final report.
- 7) Upon completion of a project, participants must submit a final report including a summary of the project, its outcomes, and a detailed reflection of the experience along with a letter from the mentor (report forms and guidelines are available at <http://tilt.colostate.edu/oura/>). The Office for Undergraduate Research and Artistry will generate an electronic file for each participant. Upon submission of the final report, the

Office for Undergraduate Research and Artistry will review the file and confirm the student's successful completion of the program notifying the University Registrar's Office for transcription of the Mentored Research and Artistry Program.

Lenk explained that the program allows students to deepen and extend their engagement in a particular area of study through mentored research, scholarly inquiry, or artistry. The catalog copy provides a basis for informing students of this opportunity. The content of this motion has been reviewed and approved by the Committee on Teaching and Learning and the Undergraduate Curriculum Committee of the Faculty Council.

Christine Fruhauf expressed excitement about the program but had a concern about timing. She noted that given the timing issues involved in research products, will projects be completed in time for graduation? Lenk said that the committee stepped back on the requirement that it be accepted and required just that the project be submitted. TILT is developing journals as possible outlets for this research. Paul Doherty asked if students could be involved in this and the Honors program. Lenk answered yes. Makela clarified that the rationale should refer to "University Curriculum Committee" rather than "Undergraduate Curriculum Committee."

Lenk's motion was adopted.

T. Request to Add a Transcript Notation for University Mentored Research and Artistry Program - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the request to Add a Transcript Notation for University Mentored Research and Artistry Program to be effective upon Faculty Council approval as follows:

Activities associated with the Mentored Research and Artistry Program include, but are not limited to attending a multi-session orientation workshop that includes instruction in the responsible conduct of research, completing a course in research methods or scholarly inquiry related to their project, joining a student organization in a discipline related to their project, completing a mentored project spanning at least two semesters, reporting on the project in a public venue such as Celebrate Undergraduate Research and Creativity (CURC), and submitting for publication a mentor-approved article or abstract of their work in an approved journal. Each participant in the program is required to sign an agreement regarding the obligation to secure permission from mentors to publish work related to a mentored project. The culminating requirement of the program is submission of a report to the program director in which the participant describes and reflects on his or her experiences carrying out the project.

The Mentored Research and Artistry Program is designed to be rigorous and challenging, yet within the reach of all students capable of graduating. It will not have a specific set of course requirements and students who wish to participate in the program will not need to establish a particular GPA before applying. Given the need to accommodate inquiry across the wide range of disciplines at the University, the director of the program will be given latitude in customizing program requirements for individual participants. For example, the inquiry course requirement might be modified for students whose area of inquiry might not offer a relevant course (e.g., a course in another discipline or an independent study course might be allowed).

The requested transcript designation is intended to recognize the significant investment of time, effort, and engagement with a discipline made by successful program participants.

Lenk explained that the Committee on Teaching and Learning is seeking permission to include a notation on the University transcript indicating successful completion of the requirements of the Mentored Research and Artistry Program. The program is housed within the Office for Undergraduate Research and Artistry (OURA) in The Institute for Learning and Teaching (TILT), and is directed by the director of OURA or his or her designee. The program is overseen by the Director of TILT, the members of the OURA Advisory Board (which includes associate deans and faculty members from across the University), and the University Distinguished Teaching Scholars.

Lenk's motion was adopted.

- U. Proposed Revisions to the *General Catalog* - Schedule Changes and the Add/Drop and Withdrawal Periods and the Corresponding Sections in the *Graduate Bulletin* - Committee on Teaching and Learning

Lenk, Chair, Committee on Teaching and Learning, moved that the Faculty Council adopt the proposed revisions to the *General Catalog* - Schedule Changes and the Add/Drop and Withdrawal Periods and the Corresponding Sections in the *Graduate Bulletin* to be effective Spring 2012 as follows:

Additions - Underlined Deletions - ~~Strikeouts~~

Schedule Changes and the Add/Drop and Withdrawal Periods

Periods for changing schedules (adds, drops, changes of sections, grading options, or credits) are listed in the University Calendar at the front of this catalog and in the applicable on-line class schedule.

During the regular 16-week Fall and Spring semesters, courses may be added without an override through 11:59 PM Sunday at the end of the first week of classes. Beginning Monday of the second week of classes, courses may be added with an instructor override through the census date, which is the 12th day of classes of the semester. Course instructors may authorize their department offices to perform these overrides.

Regular courses may be dropped without an override through the census date, which is the 12th day of classes of the semester. Restricted-drop courses must be dropped before 11:59 PM Friday at the end of the first week of classes without an override. Courses dropped during this period are not reflected on the student's academic record, and tuition and fees may be adjusted as a result. Consult the appropriate on-line class schedule for course drop deadlines. No drops may be made after the end of the add/drop period.

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the ~~term~~ semester. A "W" (withdrawal) will be recorded on the academic record, except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum section of this catalog). ~~No drops may be made after the add/drop period.~~ See also Class Attendance Regulations in this section of the catalog. Tuition and fees will not be adjusted for withdrawals during the course withdrawal period. See also Tuition and Fees Adjustments in the Financial Services for Students chapter of the catalog.

Courses taught in terms of less than 16 weeks are subject to ~~proportionately~~ shorter add/drop periods.

Students withdrawing from the University may not use the drop procedure to drop their last class, but must contact the Center for Advising and Student Achievement (CASA), first floor, TILT Building. See also University Withdrawal (UW) in this section.

Lenk explained that, currently, we have three (3) add/drop periods in the Fall and Spring 16 week terms:

1. The regular add/drop period that allows students to add/drop up to the census date (12th day of classes in the term) without needing an override.
2. Special "A" add/drop for some classes in which the add period ends after the 4th day of classes and the drop period ends on the census date.
3. Special "B" add/drop period where the add period ends after the 5th day of classes and the drop period ends after the 4th day of classes.

The current system has resulted in much confusion and complexity. In this motion, we are significantly simplifying the add/drop dates and writing them in language that works in either fall or spring semester. The changing of this policy will be accompanied by a High Level Advisor and Student new policy education plan and significant marketing of this policy change because it will constitute a culture/behavior change at CSU in addition to the course impacts. These changes have been vetted and approved by ACUA (Advisory Council for Undergraduate Affairs – which includes advising staff, associate deans, CASA staff, Honors staff, Summer school, and Study Abroad programs).

New Add policy benefits:

The benefits to all faculty, administrators, and staff that advise students are significant simplification and consistency of message regardless of term.

The benefits to the students from limiting the adding of a new course without override to the first week through Sunday helps prevent students from getting dangerously far behind at the beginning of the semester. It will also help freshmen and transfer students to perceive the importance of keeping up with coursework from the beginning of the term.

The benefits to the faculty from limiting the add date is that the new policy will end the current practice of students adding classes into the third week of classes, and instructors can now assign more substantial course assessments in the first few weeks of the class, and potentially improve learning outcomes from their students in one semester.

In addition, requiring instructor approval to add students after the first week of classes will improve the communication between the student and the faculty about course expectations that may have been missed during the first week of classes.

New Drop policy benefits

The benefit is that students may still drop a regular drop course through the census date as before. Also, having the restricted course drop date on Friday and the regular add date on Sunday is expected to help students register for new classes during that weekend.

The restricted drop courses will now have policy about restricted drops that is both more simply stated and consistent across terms, which is 11:59 Friday night of the first week of classes. Calendar-wise, this still works out as the 4th class day in the spring (due to Martin Luther King Holiday) and the 5th class day in the fall.

The Committee on Teaching and Learning emailed faculty members in all of the departments on campus to learn how this new policy will affect their courses and department, and found no significant problems. Specific conclusions or topics that came up during this research include:

- a) Just about all department support this simplification and change. Departments with wait-listed courses are very strongly supporting this change.
- b) Departments with “take a test to see what level of course you really need” (e.g., language courses) or “you can’t take that lab course without first passing a lab safety exam” situations, and where that test may not be completed by the students by the end of the first week, were specifically inquired about this new policy. They are willing to work with the new “now you need an override if you want to add after the first week” implications to their course advising processes.
- c) Some departments were concerned about the significant culture change (staff and student behaviors) that this change may cause until the new policy is known “on the street”. They fear that they would be inundated with students who are accustomed to their schedules not shaking out into final shape until the 2nd and 3rd week of classes, especially if these students might need a class to graduate or be in a prerequisite sequence. Those students needing a class to graduate or be in sequence will also be able to add, they will just need an override to do so.

Lenk added that the adds/drops during the summer terms are not going to change from this motion.

Alan Lamborn stated that this proposal is the result of a multi-year project. He emphasized that, after the first week of class, instructor approval is needed to add. The free add goes through Sunday of the first week. The drop period (per State Statute) goes through the date of the course census. Students can add through census by instructor approval. The restricted drop period will be Friday of the first week of classes (before the end of the free drop period). Steve Robinson said that it was stated by Lenk that faculty were asked for “input and approval” from all departments; however, he said that nobody in his department had seen the motion. He raised concern that information was coming to the floor of Faculty Council with false information. Lamborn said that every single associate dean with responsibility for undergraduate affairs reported that they went to the chairs and asked the chairs to consult with their faculty. The associate deans reported that the chairs consulted their faculty. This was reported to the Committee on Teaching and Learning. Lenk said that her committee members also sent emails to their colleges regarding this issue. Sally Sutton Committee on Strategic and Financial Planning reiterated that the system is, in fact, broken because she, as a department chair, had not heard about this motion.

Robinson moved to refer the motion back to the Committee on Teaching and Learning.

Turk asked what the concerns were and what are we referring back. Robinson said that the conversation should take place at the department level rather than at the associate dean level. Lenk said that she also researched the issue through the Registrar’s Office and spoke to instructors with specific concerns (such as safety exams in the labs that need to be passed or language placement tests that need to be passed, etc.). The affected departments provided input and are ready to adjust the culture to make this system work.

Robinson’s motion to refer back to the Committee on Teaching and Learning was not adopted.

Lenk's motion was adopted.

V. Revisions to the Spring 2012 through Summer 2016 Academic Calendars (Reflecting New Add/Drop Policies) - Executive Committee

Tim Gallagher, Vice Chair, Executive Committee, moved that the Faculty Council adopt the revisions to the Spring 2012 through Summer 2016 Academic Calendars to reflect the new add/drop policies. This will be presented at the May Board of Governors Meeting as a report. This will be effective upon approval by Faculty Council.

Spring Semester 2012

Jan. 2	Monday	Holiday – University Offices Closed
Jan. 12-13	Thursday-Friday	Orientation, advising & registration for new students
Jan. 16	Monday	Holiday – University Offices Closed
Jan. 17	Tuesday	Classes begin
Jan. 20	Friday	End Restricted Drop*
Jan. 22	Sunday	End Regular Add**
Feb. 1	Wednesday	Registration closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Mar. 10	Saturday	Spring Break Begins – No Classes Next Week
Mar. 19	Monday	End Course Withdrawal (“W”) Period
Mar. 19	Monday	Classes resume
May 4	Friday	Last day of classes
May 7-11	Monday-Friday	Final examinations
May 11-12	Friday-Saturday	Commencement
May 15	Tuesday	Grades due

(79 days including final examinations)

Summer Session 2012

May 14	Monday	1st 4 week and 12 week term begins
May 28	Monday	Holiday University Offices Closed - No Classes
Jun. 8	Friday	1 st 4 week term ends
Jun. 11	Monday	2 nd 4wk term and 8 week terms begin
Jul. 4	Wednesday	Holiday – University Offices Closed, No Classes
Jul. 6	Friday	2 nd 4 week term ends
Aug. 3	Friday	8 and 12 week term ends
Aug. 7	Tuesday	Grades due

Fall Semester - 2012

Aug. 16-17	Thursday-Friday	Orientation
Aug. 20	Monday	Classes Begin
Aug. 24	Friday	End Restricted Drop*
Aug. 26	Sunday	End Regular Add**
Sept. 3	Monday	Holiday - University Offices Closed - No Classes
Sept. 5	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Oct. 15	Monday	End Course Withdrawal (“W”) Period
Nov. 17	Saturday	Fall Recess Begins - No Classes Next Week

Nov. 22-23	Thursday-Friday	Holiday – University Offices Closed
Nov. 26	Monday	Classes Resume
Dec. 7	Friday	Last Day of Classes; University Withdrawal Deadline
Dec.10-14	Monday-Friday	Final Examinations
Dec. 14-15	Friday-Saturday	Commencement
Dec. 18	Tuesday	Grades Due
Dec. 24-26	Mon.-Wed.	Holiday – University Offices Closed

(79 Days, Including Final Examinations)

Spring Semester - 2013

Jan. 1	Tuesday	Holiday – University Offices Closed
Jan. 17-18	Thursday-Friday	Orientation, Advising and Registration for New Students
Jan. 21	Monday	Holiday – University Offices Closed
Jan. 22	Tuesday	Classes Begin
Jan. 25	Friday	End Restricted Drop*
Jan. 27	Sunday	End Regular Add**
Feb. 6	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Mar. 16	Saturday	Spring Break Begins – No Classes Next Week
Mar. 25	Monday	End Course Withdrawal (“W”) Period
Mar. 25	Monday	Classes Resume
May 10	Friday	Last Day of Classes; University Withdrawal Deadline
May 13-17	Monday-Friday	Final Examinations
May 17-18	Friday-Saturday	Commencement
May 21	Tuesday	Grades Due

(79 Days, Including Final Examinations)

Summer Session - 2013

May 20	Monday	1st 4 Week and 12 Week Term Begins
May 27	Monday	Holiday University Offices Closed - No Classes
Jun. 14	Friday	1 st 4 Week Term Ends
Jun. 17	Monday	2 nd 4 Week Term and 8 Week Terms Begin
Jul. 4	Thursday	Holiday – University Offices Closed - No Classes
Jul. 12	Friday	2 nd 4 Week Term Ends
Jul. 15	Monday	3 rd 4 Week Term Begins
Aug. 9	Friday	8, 12 and 3 rd 4 Week Terms End
Aug.13	Tuesday	Grades Due

Fall Semester - 2013

Aug. 22-23	Thursday-Friday	Orientation
Aug. 26	Monday	Classes Begin
Aug. 30	Friday	End Restricted Drop*
Sept. 1	Sunday	End Regular Add**
Sept. 2	Monday	Holiday - University Offices Closed - No Classes
Sept. 11	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Oct. 21	Monday	End Course Withdrawal (“W”) Period
Nov. 23	Saturday	Fall Recess Begins, No Classes Next Week
Nov. 28-29	Thursday-Friday	Holiday – University Offices Closed
Dec. 2	Monday	Classes Resume

Dec. 13	Friday	Last Day of Classes; University Withdrawal Deadline
Dec. 16-20	Monday-Friday	Final Examinations
Dec. 20-21	Friday-Saturday	Commencement
Dec. 24	Tuesday	Grades Due
Dec. 25-27	Wednesday-Fri.	Holiday – University Offices Closed (79 Days, Including Final Examinations)

Spring Semester - 2014

Jan. 1	Wednesday	Holiday – University Offices Closed
Jan. 16-17	Thursday-Friday	Orientation, Advising & Registration for New Students
Jan. 20	Monday	Holiday – University Offices Closed
Jan. 21	Tuesday	Classes Begin
Jan. 24	Friday	End Restricted Drop*
Jan. 26	Sunday	End Regular Add**
Feb. 5	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Mar. 15	Saturday	Spring Break Begins – No Classes Next Week
Mar. 24	Monday	End Course Withdrawal (“W”) Period
Mar. 24	Monday	Classes Resume
May 9	Friday	Last Day of Classes; University Withdrawal Deadline
May 12-16	Monday-Friday	Final Examinations
May 16-17	Friday-Saturday	Commencement
May 20	Tuesday	Grades Due (79 Days, Including Final Examinations)

Summer Session - 2014

May 19	Monday	1st 4 Week and 12 Week Term Begins
May 26	Monday	Holiday - University Offices Closed - No Classes
Jun. 13	Friday	1 st 4 Week Term Ends
Jun. 16	Monday	2 nd 4Week Term and 8 Week Terms Begin
Jul. 4	Friday	Holiday – University Offices Closed - No Classes
Jul. 11	Friday	2 nd 4 Week Term Ends
Jul. 14	Monday	3 rd 4 Week Term Begins
Aug. 8	Friday	8, 12 and 3 rd 4 Week Terms End
Aug. 12	Tuesday	Grades Due

Fall Semester – 2014

Aug. 21-22	Thursday-Friday	Orientation
Aug. 25	Monday	Classes Begin
Aug. 29	Friday	End Restricted Drop*
Aug. 31	Sunday	End Regular Add**
Sept. 1	Monday	Holiday – University Offices Closed – No Classes
Sept. 10	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Oct. 20	Monday	End Course Withdrawal (“W”) Period
Nov. 22	Saturday	Fall Recess Begins, No Classes Next Week
Nov. 27-28	Thursday-Friday	Holiday – University Offices Closed
Dec. 1	Monday	Classes Resume
Dec. 12	Friday	Last Day of Classes; University Withdrawal Deadline
Dec. 15-19	Monday-Friday	Final Examinations

Dec. 19-20	Friday-Saturday	Commencement
Dec. 23	Tuesday	Grades Due
Dec. 24-26	Wednesday-Fri.	Holiday – University Offices Closed (79 Days, Including Final Examinations)

Spring Semester 2015

Jan. 1	Thursday	Holiday – University Offices Closed
Jan. 15-16	Thursday-Friday	Orientation, Advising and Registration for New Students
Jan. 19	Monday	Holiday – University Offices Closed
Jan. 20	Tuesday	Classes Begin
Jan. 23	Friday	End Restricted Drop*
Jan. 25	Sunday	End Regular Add**
Feb. 4	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Mar. 14	Saturday	Spring Break Begins – No Classes Next Week
Mar. 23	Monday	End Course Withdrawal (“W”) Period
Mar. 23	Monday	Classes Resume
May 8	Friday	Last Day of Classes; University Withdrawal Deadline
May 11-15	Monday-Friday	Final Examinations
May 15-16	Friday-Saturday	Commencement
May 19	Tuesday	Grades Due (79 Days, Including Final Examinations)

Summer Session 2015

May 18	Monday	1 st 4 Week and 12 Week Terms Begin
May 25	Monday	Holiday – University Offices Closed – No Classes
Jun. 12	Friday	1 st 4 Week Term Ends
Jun. 15	Monday	2 nd 4 Week Term and 8 Week Terms Begin
Jun. 24	Wednesday	Census
Jul. 3	Friday	Holiday – University Offices Closed – No Classes
Jul. 10	Friday	2 nd 4 Week Term Ends
Jul. 13	Monday	3 rd 4 Week Term Begins
Aug. 7	Friday	8, 12, and 3 rd 4 Week Terms End
Aug. 11	Tuesday	Grades Due

Fall Semester – 2015

Aug. 20-21	Thursday-Friday	Orientation
Aug. 24	Monday	Classes Begin
Aug. 28	Friday	End Restricted Drop*
Aug. 30	Sunday	End Regular Add**
Sept. 7	Monday	Holiday – University Offices Closed – No Classes
Sept. 9	Wednesday	Registration Closes – end of period for adding courses – last day for dropping courses without record entry, changes in grade option, and tuition and fee adjustment
Oct. 19	Monday	End Course Withdrawals (“W”) Period
Nov. 21	Saturday	Fall Recess Begins, No Classes Next Week
Nov. 26-27	Thursday-Friday	Holiday – University Offices Closed
Nov. 30	Monday	Classes Resume
Dec. 11	Friday	Last Day of Classes; University Withdrawal Deadline
Dec. 14-18	Monday-Friday	Final Examinations
Dec. 18-19	Friday-Saturday	Commencement

Dec. 22 Tuesday Grades Due
Dec. 23-25 Wednesday-Fri. Holiday – University Offices Closed
(79 Days, Including Final Examinations)

Spring Semester 2016

Jan. 1 Friday Holiday – University Offices Closed
Jan. 14-15 Thursday-Friday Orientation, Advising and Registration for New Students
Jan. 18 Monday Holiday – University Offices Closed
Jan. 19 Tuesday Classes Begin
Jan. 22 Friday End Restricted Drop*
Jan. 24 Sunday End Regular Add**
Feb. 3 Wednesday Registration Closes – end of period for adding courses – last day for
dropping courses without record entry, changes in grade option, and
tuition and fee adjustment
Mar. 12 Saturday Spring Break Begins – No Classes Next Week
Mar. 21 Monday End Course Withdrawal (“W”) Period
Mar. 21 Monday Classes Resume
May 6 Friday Last Day of Classes; University Withdrawal Deadline
May 9-13 Monday-Friday Final Examinations
May 13-14 Friday-Saturday Commencement
May 17 Tuesday Grades Due
(79 Days, Including Final Examinations)

Summer Session 2016

May 16 Monday 1st 4 Week and 12 Week Terms Begin
May 30 Monday Holiday – University Offices Closed – No Classes
Jun. 10 Friday 1st 4 Week Term Ends
Jun. 13 Monday 2nd 4 Week Term and 8 Week Terms Begin
Jun. 22 Wednesday Census
Jul. 4 Monday Holiday – University Offices Closed – No Classes
Jul. 8 Friday 2nd 4 Week Term Ends
Jul. 11 Monday 3rd 4 Week Term Begins
Aug. 5 Friday 8, 12, and 3rd 4 Week Terms End
Aug. 9 Tuesday Grades Due

*End Restricted Drop – Refers to course sections which may not be dropped after the first week of the semester.

**End Regular Add – Refers to adding courses without instructor approval.

SUMMER WITHDRAWAL PERIOD: Because Summer classes have different time periods, the last day a student can withdraw from a course with “W” entered on the record is exactly half-way through the course. For a four-week course, this is 10 days into the session, for an eight-week course, this is 20 days into the session, and, for a 12-week course, this is 30 days into the session. If there are any questions, please consult the Registrar’s Office.

Gallagher’s motion was adopted.

- W. Proposed Revisions to the *Graduate and Professional Bulletin* - H.4.3 - Called to Active Military Duty - "Enrollment and Academic Records" - Committee on Scholarship, Research, and Graduate Education

Don Samelson, Chair, Committee on Scholarship, Research, and Graduate Education, moved that the Faculty Council adopt the proposed revisions to the section "Enrollment and Academic Records" – *H.4.3 Called to Active Military Duty*, of the *Graduate and Professional Bulletin* to be effective upon Faculty Council approval as follows:

Addition - Underlined - Deletions ~~Overseored~~

ENROLLMENT AND ACADEMIC RECORDS (*Graduate and Professional Bulletin*)

H.4.3 Called to Active Military Duty

.....By this date, the grade will be changed by the instructor or department head of record, or it will revert to a grade of F. It will be the responsibility of CASA personnel to track these students and keep the Office of the Registrar notified of the status of these students since the time period for which the incomplete grade may remain on the record may vary from the normal University time limits for resolution of incompletes.

Students called into active duty while engaged in a degree program will be able to fulfill the Continuous Enrollment Requirement noted in section E.1.13 by requesting a leave of absence with their department or program coordinator or through CASA, above, and be enrolled for CR without charge. Students failing to request leave prior to deployment may, upon their return, petition to re-enter their degree program without the cost of the reapplication fee. Students engaged in a distance degree program while on active duty and who wish to enroll/remain enrolled in courses may do so subject to the requirements of the program. The options for a withdrawal or Incomplete grade remain, as noted above.

Samelson explained that this additional paragraph supports military personnel during their graduate studies when they are called to active duty. The change encourages and allows them to return to their studies without a financial penalty.

Samelson's motion was adopted.

- X. Proposed Revisions to the *Graduate and Professional Bulletin* - Table 2 - Summary of Procedures for the Master's and Doctor of Philosophy Degrees and E.5 Dissertation and Thesis - "Graduate Study" - Committee on Scholarship, Research, and Graduate Education

Samelson, Chair, Committee on Scholarship, Research, and Graduate Education, moved that the Faculty Council adopt the revisions to the Section "Graduate Study" – *Table 2 Summary of Procedures for the Master's and Doctor of Philosophy Degrees and E.5 Dissertation and Thesis* of the *Graduate and Professional Bulletin* to be effective upon Faculty Council approval as follows:

Additions - Underlined - Deletions ~~Overseored~~

GRADUATE STUDY (*Graduate and Professional Bulletin*)

Table 2. Summary of Procedures for the Master's and Doctor of Philosophy Degrees

13. Submit a signed thesis ready for binding Thesis/ Dissertation Submission Form to the Graduate School prior to submitting the electronic thesis/dissertation.

Refer to published deadlines from the Graduate School website. ~~Pay microfilm fee (Ph.D. only)~~ Submit the Survey of Earned Doctorates (Ph.D. only).

14. Submit the thesis/dissertation electronically.
Graduation

Refer to published deadlines from the Graduate School website. ~~Ceremony information is available from Graduate School website.~~

15. Graduation

Ceremony information is available from the Graduate School website.

E.5

The candidate must submit to the Graduate School; ~~the Thesis/Dissertation Submission Form and submit his/her thesis/dissertation electronically by the published deadline date listed on the Graduate School website. two unbound copies of the manuscript prior to the end of the twelfth week of the graduation term for fall or spring semester and prior to the end of the fifth week of the eight week summer term.~~ Each semester the Graduate School publishes a schedule of deadlines. Students should consult ~~this~~ these deadlines schedule whenever they approach important steps in their careers. Suggestions for preparation of the manuscript may be found in the Thesis and Dissertation Manual available at www.graduateschool.colostate.edu.

Students have the right to disseminate the findings of their theses and dissertations more broadly than is accomplished by archiving and microfilming. Prompt publication of important results is clearly in the best interests of the academic community and society as a whole. Students are therefore encouraged to bring such results to the manuscript submission stage within one year of the award of the degree.

~~Doctoral dissertations, both in bound copy and on microfilm, are archived in the Library. A fee for microfilming is charged.~~ Master's theses and doctoral dissertations are electronically archived by the Libraries and ProQuest/UMI. General information on copyrights, publication and embargos may be found in the Thesis and Dissertation Manual at <http://graduateschool.colostate.edu/documents/eTD-Thesis-and-Dissertation-Manual.pdf>.

Samelson explained that this change in wording describes the revised process for the electronic thesis/dissertation submission process as already approved.

Samelson's motion was adopted.

Y. Proposed Revisions to the *Manual*, Section E.4.4 - Selection of Administrators with Academic Appointments - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.4.4 – Selection of Administrators with Academic Appointments to be effective upon approval by the Board of Governors of the Colorado State University Systems as follows:

Additions - underlined - Deletions - ~~overscored~~

E.4.4 Selection of Administrators with Academic Appointments *(last revised June 22, 2006)*

The normal procedure for the hiring of an administrator on other than an interim basis whose administration position carries an academic appointment is for the immediate supervisor for these positions shall to appoint a search committee of not fewer than five (5) members to conduct a national or international search when such a position is to be filled on other than an interim basis. Normally, the majority of the members of the search committee appointees will be members of the academic faculty and administrative professionals who are qualified by experience, interest, and responsibility to contribute to the performance of the search committee. Students and State Classified Staff may also be included as members of the search committee. In exceptional circumstances, the President may authorize deviations from these procedures, but any such deviations must be justified in writing to the campus community.

The individual appointing the search committee shall provide a job description covering the duties of the position, the personal and professional qualifications that applicants are expected to possess, and a time schedule for conducting the search and filling the position. The position shall be announced in accordance with the requirements of the University's Affirmative Action Plan Office of Equal Opportunity.

~~The search committee shall conduct a careful canvass of suitable candidates both on and off the campus.~~ The search committee shall present its final report to the person appointing the search committee, listing ~~two (2) or more acceptable~~ the candidates that were found acceptable as finalists for consideration. Normally, at least one (1) ~~candidate shall~~ finalist will be from off the campus. The report ~~is to~~ shall include a summary of the credentials of each ~~candidate~~ finalist.

The person appointing the search committee shall make the final selection from among the ~~acceptable candidate finalists~~, subject to approval, or reject all ~~such candidates~~ finalists. In the event that all ~~acceptable candidates~~ finalists are rejected, or that the search committee did not find any of the candidates to be acceptable as finalists, the person appointing the search committee may either ask for a new search by the same search committee or disband the search committee and appoint a new search committee to conduct a new search. For the hiring of the Provost, a vice president, or, if requested by the Board, a senior administrator (as defined in Section D.1), approval by the Board is required. The authority to hire other administrators with academic appointments has been delegated by the Board to the President, and this authority has been further delegated by the President to the Provost and vice presidents for the administrative units under their authority.

Greene explained that these changes acknowledge that the hiring of academic faculty members should involve external searches, and that faculty members should play a significant role in the process. However, they allow the President to make exceptions in exceptional cases.

Greene's motion was adopted.

Z. Proposed Revisions to the *Manual*, Section E.4.3 - Selection of Academic Department Heads or Chairpersons - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.4.3 - Selection of Academic Department Heads or Chairpersons to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overstruck~~

E.4.3 Selection of Academic Department Heads or Chairpersons (*last revised June 22, 2006*)

The appropriate dean ~~will~~ shall appoint a search committee of not fewer than five (5) ~~nor more than seven (7)~~ members whose responsibility shall be to conduct a search and screen candidates for the department head or chairperson. The dean shall indicate in the charge to the committee at the time of appointment the number of individuals to be nominated and any other specific instructions which ~~it~~ may be significant to convey. After consultation with and advice from the search committee and any other sources deemed expedient, the dean ~~will~~ shall either select the new head or chairperson from the nominees, subject to approval, or reject all nominees. In the latter case, the dean may either ask for a new search by the same search committee or disband the search committee and appoint a new search committee to conduct a new search. The authority to approve the dean's selection of the head or chairperson has been delegated to the President by the Board, and has been further delegated by the President to the Provost.

Greene explained that there appears to be no good reason for limiting the search committee to seven people, and this limitation has created problems with regard to having search committees represent all relevant groups.

Greene's motion was adopted.

AA. Proposed Revisions to the *Manual*, Section E.2 and E.3 - Types of Academic Faculty Appointments - Committee on Responsibilities and Standing of Academic Faculty

Greene, Chair, Committee on Responsibilities and Standing of Academic Faculty, moved that the Faculty Council adopt the proposed revisions to the *Manual*, Section E.2 and E.3 - Types of Academic Faculty Appointments to be effective upon approval by the Board of Governors of the Colorado State University System as follows:

Additions - underlined Deletions - ~~overseored~~

E.2 Types of Academic Faculty Appointments

E.2.1 Basic Types of Academic Faculty Appointments

Six (6) basic types of appointments are used for members of the academic faculty. They are regular full-time, regular part-time, multi-year research, special, temporary, and transitional. Only individuals holding either regular full-time or regular part-time appointments at the time of consideration are eligible to acquire tenure. Full-time is defined as the academic year or a minimum of nine (9) months. See Section E.32.2 for details of other types of academic faculty appointments. The major characteristics of the various basic types of appointments are as follows.

- E.2.1.1 Regular Full-Time Appointments - *no change***
- E.2.1.2 Regular Part-Time Appointments - *no change***
- E.2.1.3 Multi-Year Research Appointments - *no change***
- E.2.1.4 Special Appointments - *no change***
- E.2.1.5 Temporary Appointments - *no change***
- E.2.1.6 Transitional Appointments - *no change***

E.32.2 Other Types of Academic Faculty Appointments

- E.32.2.1 Joint Appointments - *no change***
- E.32.2.2 Joint Academic and Administrative Professional Appointments - *no change***
- E.32.2.3 Faculty Affiliate Appointments - *no change***
- E.32.2.4 Visiting Faculty Appointments - *no change***

E.32.2.5 University Distinguished Professorships

- E.32.2.5.1 Eligibility for University Distinguished Professor Status and Title – *no change***
- E.32.2.5.2 Selection of University Distinguished Professors - *no change***
- E.32.2.5.3 Perquisites of University Distinguished Professorships - *no change***

E.32.2.6 University Distinguished Teaching Scholars - *no change*

- E.32.2.6.1 Eligibility for University Distinguished Teaching Scholar Status and Title - *no change***
- E.32.2.6.2 Selection of University Distinguished Teaching Scholars – *no change***
- E.32.2.6.3 Perquisites of University Distinguished Teaching Scholars - *no change***

E.3 Retired Faculty

Former academic faculty members who have officially retired from Colorado State University have certain rights and privileges. These include a permanent faculty identification card, the option to be included in University distribution lists for mail and email, free campus parking permits, faculty library privileges, access to athletics facilities, membership in the University Club at a discounted rate, faculty discounts on athletic tickets, faculty discounts on computers and software, and access to ACNS technical assistance.

E.3.71 Emeritus/Emerita Appointments Status

Academic faculty members who have completed ten years or more of regular full-time or regular part-time service as faculty of Colorado State University shall be eligible at the time of their retirement for an emeritus/emera title equivalent to their highest professorial rank (e.g., emeritus associate professor). Academic faculty members who have held administrative positions (including department heads) for five (5) years or more shall be eligible for the emeritus/emera title for these administrative positions (e.g., emerita associate dean). ~~The procedures and conditions applying to emeritus/emera status are:~~

- ~~a. An eligible member of the academic faculty may request emeritus/emera status from the department at the same time of retirement from the University. The department head and the dean of the college shall forward the request to the Provost. As long as the requirements for eligibility are met, such forwarding is pro forma. The final decision on granting emeritus/emera status will be made by the Board.~~
- ~~b. Privileges associated with this appointment are issuance of a permanent faculty identification card; listing on the faculty mailing lists; full library privileges; and, if possible, office or lab/office space and clerical support provided to each emeritus/emera faculty member who continues to do scholarly work.~~

E.3.2 Society of Senior Scholars

The Society of Senior Scholars is a CIOSU (see Section B.2.6) whose mission is to enhance life in retirement for former faculty members and administrative professionals of Colorado State University. The Society maintains a website (<http://www.learn.colostate.edu/seniorscholars>), publishes a twice-yearly newsletter, and works continuously with the Office of Academic Advancement to strengthen the ties of retirees to CSU. The Society provides a range of intellectual, artistic and cultural programs of interest to active individuals during their retirement years. In particular, the Executive Committee of the Society organizes and oversees a series of monthly talks by faculty and community members, a series of periodic excursions to campus and area sites, and annual pre-retirement seminars through the Professional Development Institute. The Society nurtures opportunities for members to continue, as desired, their contributions to the teaching, research, and outreach components of the CSU mission, and it is developing opportunities for retired faculty to provide mentoring to faculty and students. The Society negotiates benefits for members, and assists with retirement planning through workshops, guidelines, and brochures. In particular, the Society has developed a retirement guideline for faculty that is available on its website. The Society advocates for improved policies affecting its members as a class within the CSU community.

Greene explained that these changes create a new Section E.3 regarding retired faculty. The Section on emeritus/emerita faculty is moved to this new section, since these persons are retired, rather than being on faculty appointments. Also, all rights and privileges available to emeritus/emerita faculty are now available to all retired faculty.

Doherty moved to amend the main motion as follows:

~~b. Privileges associated with this appointment are issuance of a permanent faculty identification card; listing on the faculty mailing lists; full library privileges; and, if possible, office or lab/office space and clerical support shall be provided to each emeritus/emerita faculty member who continues to do scholarly work.~~

Doherty's motion to amend the main motion was adopted.

Greene's motion, as amended was adopted.

The Faculty Council Meeting Adjourned at 6:30 p.m.

ATTENDANCE
BOLD INDICATES PRESENT AT MEETING
UNDERLINE INDICATES ABSENT AT MEETING

Agricultural Sciences

Stephen Koontz	Agricultural and Resource Economics
Denny Crews	Animal Sciences
<u>William Jacobi</u>	<u>Bioagricultural Sciences & Pest Management</u>
H. Hughes for Steve Newman	Horticulture & Landscape Architecture
Greg Butters	Soil and Crop Sciences
Dana Hoag	College-at-Large
Andrew Norton	College-at-Large

Applied Human Sciences

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

Business

Suzanne Lowensohn	Accounting
Stephen Hayne	Computer Information Systems
Patricia Ryan, Excused	Finance and Real Estate
Jim McCambridge	Management
Dave Gilliland	Marketing

Engineering

<u>Colette Heald</u>	<u>Atmospheric Science</u>
Brad Reisfeld	Chemical and Biological Engineering
<u>Ken Carlson</u>	<u>Civil and Environmental Engineering</u>
Steve Reising	Electrical and Computer Engineering
Hiroshi Sakurai	Mechanical Engineering
<u>TBD</u>	<u>College-at-Large</u>
<u>TBD</u>	<u>College-at-Large</u>

Liberal Arts

Mary Van Buren	Anthropology
Pat Coronel for Catherine Dicesare	Art
Andy Merolla	Communication Studies
<u>David Mushinski</u>	<u>Economics</u>
Louann Reid	English
Ernesto Sagas	Ethnic Studies
Jonathan Carlyon	Foreign Languages and Literatures
Jared Orsi	History
<u>Cindy Christen</u>	<u>Journalism and Technical Communication</u>
Gary Moody	Music, Theater, and Dance
Matthew MacKenzie	Philosophy
Ursula Daxecker	Political Science
Ken Berry	Sociology

Liberal Arts (continued)

Karrin Anderson College-at-Large
Eric Aoki College-at-Large
Alex Bernasek College-at-Large

Natural Resources

Paul Doherty Fish, Wildlife, and Conservation Biology
Mark Paschke Forest, Rangeland, and Watershed Stewardship
Sven Egenhoff Geosciences
Alan Bright Human Dimensions of Natural Resources

Natural Sciences

Eric Ross Biochemistry and Molecular Biology
David Steingraeber Biology
George Barisas Chemistry
Robert France Computer Science
Iuliana Oprea Mathematics
for Ken Klopfenstein
Raymond Robinson Physics
Patrick Monnier Psychology
Philip Chapman Statistics
Steve Stack College-at-Large
Mike Steger College-at-Large
Miguel Mostafa College-at-Large

Veterinary Medicine & Biomedical Sciences

Scott Earley Biomedical Sciences
Daniel Smeak 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
Anthony Knight College-at-Large
Susan Kraft, Excused College-at-Large
William Hanneman College-at-Large

University Libraries

Nancy Hunter Libraries
Louise Feldmann At-Large

Officers

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

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

Louis Garcia for Don Estep, Chair	Committee on Faculty Governance
Susan LaRue, Chair, Excused	Committee on Intercollegiate Athletics
Laurence Johnson, Chair	Committee on Libraries
David Greene, Chair	Committee on Responsibilities & Standing of Academic Faculty
Don Samelson, 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-Voting Member

Torsten Eckstein, Chair	Committee on Special and Temporary Faculty
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Ex-Officio Non-Elected Non-Voting Members

Anthony Frank, Excused	President
Rick Miranda	Provost/Executive Vice President
<u>Brett Anderson</u>	<u>Vice President for Advancement</u>
<u>Mary Ontiveros</u>	<u>Vice President for Diversity</u>
<u>Lou Swanson</u>	<u>Vice Provost for Engagement/Director of Extension</u>
<u>Robin Brown</u>	<u>Vice President for Enrollment and Access</u>
<u>Peter Dorhout</u>	<u>Vice Provost for Graduate Affairs</u>
<u>Patrick Burns</u>	<u>Vice President for Information Technology/Dean Libraries</u>
<u>Jim Cooney</u>	<u>Vice Provost for International Affairs</u>
<u>Tom Milligan</u>	<u>Vice President Public Affairs</u>
<u>Bill Farland</u>	<u>Vice President for Research</u>
<u>Blanche M. Hughes</u>	<u>Vice President for Student Affairs</u>
Alan Lamborn	Vice Provost for Undergraduate Affairs
<u>Amy Parsons</u>	<u>Vice President for University Operations</u>
<u>Craig Beyrouy</u>	<u>Dean, College of Agricultural Sciences</u>
<u>Nancy Hartley</u>	<u>Interim Dean, College of Applied Human Sciences</u>
<u>Ajay Menon</u>	<u>Dean, College of Business/Executive Dean</u>
<u>Sandra Woods</u>	<u>Dean, College of Engineering</u>
<u>Ann Gill</u>	<u>Dean, College of Liberal Arts</u>
<u>Jan Nerger</u>	<u>Dean, College of Natural Sciences</u>
<u>Lance Perryman</u>	<u>Dean, College of Veterinary Medicine and Biomedical Sciences</u>
<u>Joyce Berry</u>	<u>Dean, Warner College of Natural Resources</u>
<u>Courtney Butler</u>	<u>Chair, Administrative Professional Council</u>