Colorado School of Mines – FACULTY SENATE MEETING MINUTES February 12, 2019, 2:00 – 4:00 pm, Hill Hall 300

Attendees:

P | Tzahi Cath (CEE), Chair

Voting Members: 12 total (7 needed for quorum). Quorum was present

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Α	Linda Battalora (PE)	Ρ	John Heilbrunn (HASS)	Ρ	Marcelo Simoes (EE)
А	Paula Farca (HASS)	Ρ	Andy Herring (CBE)	Ρ	Alexis Sitchler (GE)
Ρ	Gus Greivel (AMS)	Ρ	Jeff King (MME)	Ρ	Angie Sower (CH)
Α	Alina Handorean (EDS)	Ρ	Lisa Nickum (LB)	Ρ	Neal Sullivan (ME)

Other Attendees and Guests:

А	Joe Bourgeois (GSG)	А	Tricia Douthit	Ρ	Colin Terry (Student Life)
А	Tom Boyd (AA)	Ρ	Michaela Serpas (USG)	Ρ	Cathy Timm (RO)

1) Provost / Academic Affairs Update

Boyd not able to attend.

Multi Year Contract – update Per Cath, there has been no response from the recent Board of Trustees on multi-year contract and professional leave. First round of letters were sent in October, then a second piece of information and just two weeks ago additional information was provided. Suggestion raised that faculty submit request for a leave. Another suggestion is to work with division directors. Cath will discuss with Boyd.

Tricia Douthit 2) Registrar Update

Douthit not able to attend. No updates to share.

3) Approval of Minutes – January 22, 2019

MOTION: To approve minutes of January 22, 2019. Motion: Sitchler, Seconded: Cath. No abstentions. Approved.

4) Nomination of Faculty

Faculty Senate Nominations

Cath met with Handorean two weeks ago to discuss preparations for election for four new senators. According to the bylaws, "at least seven Senators must be tenured professors with a minimum of five years of experience as members of an academic faculty, including at least two at Mines. The remaining seats may be filled by members of the Academic Faculty with at least two years of experience at Mines". Sense is that more full professors will need to be brought on board. Plan is to run elections no later than March.

Subsurface Frontiers Building Advisory Committee (SSF-BAC). Request raised for a faculty senator to sit on committee. They will review design and evaluate overall appearance of building. It is still TBD how much education will go on at the new building. Comment that master planning committee should be the ones to make decisions. Cath will check with Volpi and report back.

Tom Boyd

Tzahi Cath

Tzahi Cath

Tzahi Cath

 <u>Online Education Committee</u>. Request was sent to senate to inform group of this new committee that may be proposed to the Handbook Committee. Senators suggested that someone from Trefny be a standing guest at Councils to respond to questions as the online programs evolves. Cath will talk to Spiegel.

5) Other Committee Updates

Tzahi Cath / Alina Handorean Tzahi Cath

Research Committee

Cath talked to Tompkins and she will present something later in the semester.

Faculty Research Awards – update

No activity since last meeting. Cath will upload information to faculty senate Canvas site for a senators to evaluate. External letters are not required this year.

<u>Library Committee</u> – update Lisa Nickum
Upcoming meeting on Friday the 15th. Update at next meeting.

<u>Budget Models ad hoc Task Force</u> – update
Alexis Sitchler
Committee will meet after budget completed. Sitchler will notify Cath when something to present.

Faculty Handbook – update Lisa Nickum Nickum shared that they are meeting every two weeks. Looking at the Faculty Grievance committee procedure as it has never been firmly charged with specific tasks. Recommendation to reduce size of committee from 24 to 12 and looking at how appointees are made and whether or not to include department heads. This is an existing committee and language is in place; it has not been officially called on to review a grievance. Information in handbook is fairly narrow about the type of grievance that can be raised. Nickum asked for faculty senate position on whether to have department heads or not on committee. General agreement that it is not a problem to have department heads on committee.

6) Briefings and Information Items

Campus Surveys – next steps Tzahi Cath / Neal Sullivan Sower met with Seger and others on the committee and they are making progress. Quantitative results were released, not the qualitative ones. Challenge is that the leaders did not release to all faculty. Suggestion that we hold off doing another survey if we haven't analyzed and shared past ones. Also should have standard operating procedures to publish conclusions. Suggestion is to use survey monkey to process data, then need to compare the years. There is a need to maintain questions to compare year-toyear results. Biggest issue is the time and effort to go through the data. The committee is doing a manual process to review prior answers to compile a summary document.

Concern raised that senators need to look at owning the data versus human resources putting restrictions on how to disseminate it. As well, this type of work could be outsourced that would provide tools and expertise. Cath to talk to Boyd about budget.

<u>Taskforce for Evaluation of Instructional Effectiveness</u> – update Alina Handorean No update at this time.

Academic Misconduct Policy – ad hoc committee update King shared that the committee has met and had a good initial discussion about objectives. Gathering information from focus group for next meeting on March 1st. Goal is to have recommendation for senate to review by in 2019-20.

There is an appeal in process right now and King indicated that committee is working on this item.

7) Grad Council Updates New Programs - no new programs **Program Changes** 7.1 Program changes regarding double counting This is the last group of program changes for the addition of double counting.

7.2 Interdisciplinary/Advanced Manufacturing [status: apprv'd GC 02/06/19] 2 program chgs: Graduate Certificate – Advanced Manufacturing MS-NT – Advanced Manufacturing

These are minor edits for the new catalog.

MOTION: To approve program changes as submitted. Motion: Simoes, Seconded: Nickum. No abstentions. Approved.

8) UnderGrad Council Updates

Registration Action Form

Greivel shared that Council had a robust conversation about the subject and a shared a list of recommendations. Essentially, having all actions in an electronic workflow is important. Serpas indicated that equivalent pre-reqs aren't properly coded in the system. This appears to be the major issue as reported by the student government rep causing blue slips to be created.

Timm to gather recommended changes from Simoes and graduate council along with Greivel's document to attach in a response to Boyd. Depending on the date to provide feedback, will either bring back to Council for review or Cath will sign off on communication.

Timm to ask Registar's office for a report that outlines which departments are using the most blue forms.

Policy regarding approval of courses for new program

Greivel had previously suggested a formal statement that undergraduate and graduate council chairs communicate with each other about approvals of new programs. In the past, programs were approved before undergraduate courses were approved at their respective council meeting. This is a best practice to ensure collaboration. Simoes suggested that a check box be included in the curriculum inventory management system that the faculty member completing the submission be required to complete to ensure this situation is managed well. Timm will add this item to the suggestions for enhancement that will be managed over the summer.

Gus Greivel

Marcelo Simoes

Jeff King

New Programs – no new programs **Program Changes**

8.1 Mechanical Engineering (ME) [status: Apprv'd UGC 01/23/19] 1 program chg: BS in Mechanical Engineering Minor changes were made to update the degree offering.

MOTION: To approve program changes as submitted. Motion: Greivel, Seconded: Simoes. No abstentions. Approved.

9) Miscellaneous Business

USG and GSG Representative and Bylaws Gus Greivel Cath suggested that there are other changes to bylaws that will be needed. Question about having a formal secretary and bylaws to be updated with role of secretary.

Question raised about teaching faculty having a three-year term. It was changed to a two-year term and it means more change and loss of momentum on the senate. Cath will reach out to Knauss and to a few people about the reason to change the term.

FS Coffee Hour – next February 21, 2019

FS Lunch Hour – next March 6, 2019

New Provost Participation on Faculty Senate

Sitchler brought up topic after recent meeting with the new Provost. Holz suggested that he'd like to be involved with Faculty Senate and asked how senators would like him to be involved. At his previous school, co-chaired their senate. In agreement that this is an opportunity for new provost to represent and advocate for faculty in administration meetings; it could cultivate and foster discussions. There exists an ability to have better communication both ways between administration and faculty. Sitchler suggested that we get on his calendar on one of his next visits. Timm to ask Kenney for calendar and look for a date that works.

Meeting adjourned at 3:40 pm.

Next Meeting: Tuesday, February 26, 2019, 2 – 4 pm, Hill Hall 300. Please send all items for agenda to Cathy Timm (cgtimm@mines.edu) one week prior to the meeting.

Alexis Sitchler

Lisa Nickum