

Colorado School of Mines – FACULTY SENATE MEETING MINUTES
 February 26, 2019, 2:00 – 4:00 pm, Hill Hall 300

Attendees:

P	Tzahi Cath (CEE), Chair
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Voting Members: 12 total (7 needed for quorum). Quorum was present

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

Other Attendees and Guests:

A	Joe Bourgeois (GSG)	A	Tricia Douthit	A	Colin Terry (Student Life)
P	Tom Boyd (AA)	P	Michaela Serpas (USG)	A	Cathy Timm (RO)
P	Lauren Poole (Sustainability)	P	Ann Gallogly (McKinstry)	P	Tracey Baldwin

1) **Provost / Academic Affairs Update**

Tom Boyd

▪ Staffing Updates

Boyd provided updates on staffing. The Associate Registrar for Enrollment Management has been filled; Lori Kester has significant experience in admissions. She will start April 18th.

Rick Holz will be on campus March 14-15 and Boyd will be working up a schedule for him. Cath would like to have time for faculty senate to meet with him. Bowling is managing his schedule.

Two new board members have been elected. Battalora is now the faculty representative. Denise Burgess is the owner and CEO of Burgess Services, a Denver-based construction management firm. She'll be on campus on March 15th for orientation meetings.

Handbook committee is winding down. Boyd is working with committee to create some preemptive language on various topics that he anticipates being finalized. He has nothing from the board yet on professional leave.

Faculty award committee is active and expects recommendations in a couple of weeks. Awards group does not look at research awards; Cath indicated that he is working on this piece. Mentorship awards are a separate process as well.

Registrar's office has been understaffed and currently doing phone interviews with six candidates for Registrar position. The Associate Registrar has been finalized and will start March 18th; two weeks before early registration. Primary role is to manage customer service and front desk.

Grad admissions is currently at Jackson Street and Boyd wants to move them back on campus in Green Center in August. Beach and Aungst will move to the registrar's office over spring break.

Promotion and Tenure activities are moving forward; Boyd has received recommendations from university P & T teaching faculty committee. Path forward is to go through dossiers, submit recommendations, then sit down with committees and include Holz. All is on schedule; there are about 30 total dossiers to review.

Administrative support update: the International office is advertising for new front desk person. The Academic Affairs position that was vacated by Tolnay is moving to an executive support position to deans and in currently are in phone interview stage.

At end of last year, Chergo retired; she has been replaced by Vanessa Rael who came from CU Denver, to be the business process reengineer. Her first assignment will be to work with admissions and registrar's office to map and revise transfer credit processes. At end of the semester, Cassimus, Baldwin, and Rael will look at the annual faculty evaluation process. Question related to how faculty will be involved in this effort; Boyd indicated that yes, they will be brought in to assist after the initial mapping of existing processes is complete. Question raised about how other institutions manage this process; generally, there is a need to look at data more frequently, and develop process to do this efficiently. As well, looked at workflow products based on recommendations from other institutions.

Question raised about an announcement of new Dean / Vice Provost search. Boyd has meeting next week with the finalist which includes Johnson and Holz for the final interview and negotiation. The position does not need board approval.

Geology department head has not been finalized. Boyd is waiting on recommendation from University P&T; the package should go to board in April.

- PhD advancement

Cath shared a concern that there are different procedures for advancement of PhD students. Boyd agreed that processes are radically different across departments. Due to different cultures across departments, Boyd has been hesitant to wade into how departments do the qualifying process. Institutional requirements only address the timeline.

- Survey

A reminder was brought up about obtaining a professional firm to help with surveys; Boyd is looking into this. Sullivan has a quote that he will forward to Boyd.

2) **Registrar Update**

No updates on schedule to get catalog out and preregistration up and running. Question raised about the Hydrology program and degree name change; program name was created to be an encompassing one.

3) **Approval of Minutes** – February 12, 2019

Voting deferred until next meeting.

Tzahi Cath

4) **Nomination of Faculty**

Tzahi Cath / Alina Handorean

▪ Faculty Senate Elections

Handorean shared timeline to fill four vacancies – Cath, King, Farca, and Battalora. She will send email seeking nominations; 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”. Once all names are received, will ask for their letters by March 22nd. Elections to be conducted the after spring break and wrapped up by April 15th. Cath will send note to two candidates he has in mind. New senators are invited to last meeting; likely May 14th.

5) **Other Committee Updates**

Tzahi Cath / Alina Handorean

▪ Faculty Research Awards – update

Tzahi Cath

Cath uploaded the 6 full and 3 junior nominees. He would like the group to have a matrix or rating of nominees by next meeting for discussion. Sitchler will upload the rubric for the senators to see in Canvas.

▪ Library Committee – update

Lisa Nickum

Faculty senate library committee has met. They received word that the state will not support the library renovation request for \$10 million; no reason was given. Question raised as to whether the foundation was engaged; they have met and will work on fundraising, but currently there is zero money for library. The faculty support this initiative and feel it is important to continue and reapply.

▪ Distinguished Lecturer – 2020

Tzahi Cath

Faculty Senate distinguished lecturer series is April 3rd. For next year, Handorean shared that the bylaws state that next year’s new lecturer is to be announced at the end of this lecture. Handorean will reach out to Camp to get this information in time.

6) **Briefings and Information Items**

▪ Sustainability Office

Lauren Poole / Ann Gallogly

Presentation was shared with senators. Gallogly works for McKinstry and her firm is performing upgrades in HVAC and lighting; they perform sustainability and energy consulting and working closely with Poole. Goal is to get a 10-year payback on a \$5 million investment.

Campaign materials have been developed and attempting to communicate most effectively with each building. Ecological and promotional solutions are being proposed; an Earth Day fair will be hosted by the office. The group is looking for ways to disseminate information / marketing. Posters are coming soon; suggestion to drive people to the sustainability website for initiatives. Shut the sash is a big initiative now. Suggestion raised that they could visit department meetings.

Poole shared the school’s website: www.mines.edu/sustainability; it is a place to locate information about green lab initiatives and grant information available like the EPA large grant that is coming up in the Fall.

Issue raised that there are items not working and needs attention; suggestion to communicate directly to McKinstry at anng@mckinstry.com to look at these issues. Also, it’s important to communicate that there are locations that cannot have auto temperature control. Faculty can send work order into facilities.

Question raised that custodians cannot remove recycling materials from the office as it's related to sensitive documents; Poole's department is looking into this. Another suggestion is to reduce plastic trash bags. All suggestions for sustainability should be emailed to Poole. In Chauvenet, there is an issue when one door is opened it swings open one on the other side of the building and affects temperature; Poole will look into this.

▪ Campus Surveys – next steps Tzahi Cath / Neal Sullivan
Sullivan received two quotes; one to look at past surveys and one to create a new one. Estimated \$4,800 to look at the past two surveys. Goal is to have organization compare and develop a comparison. Going forward, the cost would be approximately \$7800 to continue the service. Sullivan will clarify the scope of work and understand the value proposition of the options. Sullivan will send the preliminary options with costs to Boyd to assess his appetite to move forward.

▪ Multi-Year Contracts and Leave Tzahi Cath
Cath brought this up with Boyd and there is still no answer. Battalora has no additional information. Question related to tenure and promotion being approved in faculty forum in April. It is a forum of the senate that is hosted by academic affairs. Suggestion that senators be present; Cath will speak to Boyd about their presence.

▪ Registrar Processes – recommendations for Boyd Tzahi Cath
Timm posted the recommendations in Canvas to all to review; it has not been sent to Boyd yet. Recommendation that comments be sent as separate feedback. Cath agreed that it was ready to send.

▪ Taskforce for Evaluation of Instructional Effectiveness – update Alina Handorean
Handorean shared that they have met several times. They had three tasks from senate, the first two items have been completed: defined effective instruction and the ways of evaluation and quantification. The final step is to get feedback from department heads on how they incorporate the FDR evaluations and the recommendations will be presented to faculty senate before dissemination to campus; the plan is to do that on May 14th. There are no students on the team, but there was recommendation to include teaching assistants in the evaluation process.

7) **Grad Council Updates** Marcelo Simoes

New Programs – no new programs

Program Changes – see separate document for detail

7.1 Mechanical Engineering (ME) [status: appr'd GC 02/20/19]

3 program chg: MS, MS-NT, PhD – Mechanical Engineering

7.2 Electrical Engineering (EE) [status: appr'd GC 02/20/19]

3 program chg: MS, MS-NT, PhD – Electrical Engineering

7.3 Metallurgical & Materials Engineering (MME) [status: appr'd GC 02/06/19]

3 program chg: ME, MS-NT, PHD – Metallurgical & Materials Engineering

Simoes shared that all are very minor changes and all was approved. Cath felt that these did not need a formal vote.

8) **UnderGrad Council Updates**

Gus Greivel

New Programs – no new programs

Program Changes – no program changes

Discussion has begun about calendar recommendation around the “add” day which requires students to add a course by a date, but not all the way up to census day.

As well, Greivel would like to put a group together to manage Council more effectively to ensure there is process to vet items with departments.

Core curriculum committee is in the research phase and would likely want to talk to campus about the purpose of the core have a faculty forum in the next year. Question raised about how the committee is operating; still collecting data to see what is needed. There has not been any significant change to the core in over 10 years and looking to determine what is truly core. Greivel is alerting senate to this potential activity in next year.

9) **Miscellaneous Business**

- FS Lunch Hour – next March 6, 2019
- FS Coffee Hour – next March 21, 2019

Lisa Nickum

- Posthumous Degree

Tzahi Cath

Cath shared that there has been a request to issue a posthumous degree for Ryan Vincent.

MOTION: To approve the issuance of posthumous degree to Vincent.

Motion: Simoes, Seconded: Handorean. No abstentions. Approved.

- Bylaw Changes

Tzahi Cath

There are several bylaw updates that need to be made. Cath asked that all suggestions be reviewed at the April 23rd meeting. He asked that all suggestions be sent to Cath and Timm. Some items to review include Council representatives, clearly define role of secretary of faculty senate, permanent member of executive committee and senate, voting membership of Councils. Another item is to open up the discussion about the period / length of appointment. Cath had some discussions to determine what the reasoning and motivation behind service times changing.

Meeting adjourned at 4:00 pm.

Next Meeting: Tuesday, March 12, 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.