

Colorado School of Mines – FACULTY SENATE MEETING MINUTES
 December 10, 2019, 2019, 2:00 – 4:00 pm, Hill Hall 300

Attendees:

Voting Members: 13 total (7 needed for quorum). Quorum was present

P	Marcelo Simoes (Chair)	A	Robin Bullock (EDS)	A	Sebnem Duzgun (MN)	P	Gus Greivel (AMS)
P	Alina Handorean (EDS)	P	Andy Herring (CBE)	A	Yvette Kuiper (GE)	A	Jon Leydens (HASS)
P	John McCray (CEE)	P	Lisa Nickum (LB)	A	Alexis Sitchler (GE)	A	Angie Sower (CH)
P	Neal Sullivan (ME)						

Other Regular Attendees and Guests

P	Linda Battalora (Trustee)	P	Rick Holz (AA)	P	Paul Myskiw (RO)	P	Colin Terry (Student Life)
P	Cathy Timm (AA/RO)	A	Jennifer Veloff (Trefny)	A	Brock Gagna(USG)	P	Muthu Thyagarajan (GSG)
A	Lori Kester (Admissions)	P	Meenakshi Singh	P	Jeremy Zimmerman		

Welcome

Marcelo Simoes

Provost / Academic Affairs Update

Rick Holz

Holz indicated that the FDR form was sent out to campus and he has received positive comments. There was a concern raised from faculty about having enough space to report research work that included publications. In this instance, all materials would be attached as an addendum.

Concern raised that some items discussed with Boyd were not included on the final FDR document. One example, of several shared, was related to research faculty, post docs and research professors. These people are usually funded by some PI and there is no way to note this specific contribution. Additionally, there were items in presentation to the Board of Trustees for consideration. Holz will check with Boyd on items that might be missed; any changes would be incorporated in the next year.

- **Addendums to the Catalog**

Holz shared some thoughts about the catalog and approving degrees. Under the current cycle, all programs need to be completed right about this time for the Fall catalog production. Since some of the programs that will be offered online and taught over 8 periods, there needs to be a process to start them as they are developed. It was determined that an addendum to the catalog can be completed to take this into account. As new proposals are presented, they can be approved throughout the academic year with staggered starts. It will extend the calendar for Council approval and will give people the flexibility to continue to work on items throughout the year and move things forward.

Registrar Update

Paul Myskiw

Myskiw indicated that a contract has been executed with Ellucian to start implementation of a new degree audit tool called Degree Works. It will take 6 months to implement. This new tool will provide more functionality for faculty and advisors. In the Graduate program particularly, it will change the process and students will be able to use an online tool eliminating some of the manual forms. This will also help with transfer students; a front-end web interface will allow student to do their own review of the type of credit they can bring to Mines.

Myskiw asked for feedback on spring registration. Some issues were raised about room attributes and it seemed as if systems were not talking to one another. Myskiw's staff are painstakingly going through the various systems to correct items. Additionally, faculty expressed a desire to have rooms assigned close to one another when classes are scheduled back-to-back. This is another item that is being addressed and suggestion is to reach out to Registrar's office with specific concerns.

Spring enrollment for transfer students has begun; plan is to reach out to ones that haven't completed the registration. More work will be done to address capacity and will work with departments.

Approval of Minutes – November 12, 2019

Marcelo Simoes

MOTION: To approve minutes of November 12, 2019. By Greivel; seconded by Nickum. No abstentions. APPROVED.

Other Committee Updates

- **Faculty Handbook Committee**

Lisa Nickum

Nickum thanked Senators for comments on the subject. There were 3 buckets of discussion at the last meeting.

Course material intellectual property committee, which is the Trefny ad-hoc committee, asked if the Senate was ok with proposed language. There was a document sent by Veloff for all to review. Trefny will be at January meeting to share information and get feedback. Apparently, there is some confusion about whether the online material will or will not be included in the handbook. The intellectual property section of the handbook will likely include the online piece.

Research group support and definitions are topics that need to be addressed in the handbook. There are various titles related to research being reviewed; the research associate title has been assigned to everything that isn't a post-doc or research professor and there are now approximately 50 people with this title. Nickum shared that the Senate has an ad-hoc committee that would like to look at this in depth. The handbook committee has redline language they they'd like to have reviewed by February. There is a goal to define the various research positions; question raised as to why this is being rushed. It would be best to have enough time to complete properly, and people that are in these positions should have some input into how these are defined. Nickum will ask committee to contact Herring to coordinate these changes for handbook.

The P&T committee participation was brought up in the committee meeting and Senate needs to be aware of the discussion. This topic will need to be discussed in more detail at another Senate meeting.

Graduate and Undergraduate Council Reports

Per Greivel, both Councils voted to approve the grade change and incomplete grade policies that will affect students.

- **Grade Change Policy** – vote

Gus Greivel

This policy is to standardize the language around grade changes. There was some concern expressed by a faculty member at a prior meeting; sense was that a grade change should not be restricted to one year. After consideration, it was determined that there is additional language in the faculty handbook with respect to faculty responsibility around grading and the Registrar has authority to establish timelines. The policy change as presented was brought to a vote. A few minor edits were made for readability at the meeting; one to modify "he/she" to "students" and to reword the last sentence about "corrections to errors and grading" which was rewritten for clarity.

MOTION: To approve the changes to the policy as edited on the document during the meeting. By: Greivel; seconded by Handorean. No abstentions. APPROVED.

- **Incomplete Grade Policy – vote**

Gus Greivel

Greivel shared the final language that was approved at Council to clear up inconsistencies. It is up to the faculty to negotiate with the student. In the system, the incomplete will be in the system for one year unless it's been upgraded by faculty at any time during the one year.

MOTION: To approve the changes to the policy as written. By: Greivel; seconded by Nickum. No abstentions. APPROVED.

- **Minimum GPA Requirements – vote**

Gus Greivel, Colin Terry

This proposal is to address the academic probation and suspension policy related to GPA. A proposal was shared to change language for consistency; Undergraduate Council is in agreement that this should be changed. Terry also indicated that the reworked verbiage reflects NCAA and federal financial aid standards and reflects graduation requirements that are published.

MOTION: To approve the changes to the policy as written. By: Greivel; seconded by Handorean. No abstentions. APPROVED.

- **Graduate Degree Audit Change**

Marcelo Simoes

Simoes brought up a concern that was expressed about a new process being implemented in the Registrar's office for advisors to outline the courses being required for a degree; a faculty member felt that departments will lose control over their own curriculum.

Myskiw indicated that this is likely related to the new Degree Works program that is going to be implemented and perhaps there was some confusion about how this was communicated. Currently, the graduate curriculum is very vague, and in order for the new program to be effective and make it clear for students, he would like to work with departments to articulate the requirements as much as possible. Ultimately, this will eliminate a paper form. The catalog represents a contract between the student and the institution; in a situation where the school might have to go back and audit a degree against the catalog, it would be a challenge with the way many programs are written today.

For ABET, this is very important to have items clearly outlined and there can be significant penalties for courses not taken in the right order. In addition, there is interest in having an appropriate paperwork trail and consistency for students. When looking through the catalog and shopping for a degree program, a student should be able to clearly compare the attributes of various degrees.

Simoes asked Sullivan to share with Grad Council to determine if there are additional concerns.

Undergraduate Council Update

Gus Greivel

Graduate Council Update

Neil Sullivan

Sullivan thanked Greivel for the overview of the two new policies that were approved at Graduate Council.

MOTION: To approve changes to incomplete grade and grade change policies from the Graduate Council for the Graduate catalog. By: Sullivan; seconded by Greivel. No abstentions. APPROVED.

Sullivan shared additional informational items from Grad Council.

The OGS is no longer going to review thesis formatting. They are looking at potentially having the library assist as long as resources are made available. The concern is that the resources that used to perform the task are no longer available; Myskiw indicated that currently Beach and Aungst have been signing off on the formatting so that students are accommodated. Beach is leaving the Registrar's office and the work is being transitioned to the new OGS office who is also looking at outsourcing the project to a third-party.

Suggestion raised that Faculty Senate draft a memo supporting the library taking on this task. In the past, it was part of their responsibility and they are already involved, to some extent, with graduate students. As well, the Writing Center should also be involved. There is a thesis-formatting specialist in the writing center who is helping with the process. The Graduate Student Government representative felt that they have been left in limbo during these changes in responsibility; they have come up with a thesis-formatting competition and are working on a template.

Simoes asked Sullivan to draft a letter to the Provost with request to support the Library taking on the responsibility and send to Senators for an electronic vote.

The subject of a zero-credit seminar course (EENG500) has been raised in Grad Council. The Electrical Engineering Department has proposed this change and it received quite a bit of discussion requiring students to take a course for zero credit. The new course was approved and incorporated into their graduate program. There is no consistency across campus related to this issue and it brings up a concern about having these kinds of courses handled in a similar manner. There was discussion about new courses being presented for approval at Faculty Senate. According to bylaws, Graduate Council function is to make recommendations to Senate on a variety of topics to include new and modified courses and programs. New program proposals are brought to the Senate for approval; courses are not. But, if there are concerns or controversial issues related to curriculum, it should be brought to the attention of the Senate.

- **New Program**

MS, MS-NT, ~~PhD~~, Graduate Certificate
in Quantum Engineering

Meenakshi Singh,
Jeremy Zimmerman

The new programs were approved by Grad Council. Correction, there is no PhD. Singh shared that there is a quantum group at Mines across 4 different departments. The idea for new programs came from the national quantum initiative being passed and workforce training being identified as part of the initiative. Mines also received a conceptualization grant from NSF; the effort was headed by Carr and included members of the quantum group at Mines. As well, Mines recently signed on to become part of the Quantum Economic Development Consortium.

Most people that have exposure to quantum are involved as part of their PhD; these programs will enable people to do quantum work at another level and get people into the workforce sooner. There are 4 new courses proposed for the program. There is a long, diverse list of electives and willingness to include other courses. Still TBD who will teach the Electrical Engineering course scheduled for spring 2021. Equipment will come from external grants or internal funding. Additional funding has been requested, with Mines being the center, with 6 other institutions which represent the Quantum Leap Challenge Institute in the southwest. Expectation is to have 40 students; this is one of the first programs of its kind in the US and there is opportunity to get in the field early. This is a hands-on, more practical program.

MOTION: To approve the programs as presented. By: Sullivan; seconded by Nickum. No abstentions.
APPROVED.

Miscellaneous Business

- **Senate Proposal for an Ombuds' Office**

Marcelo Simoes

Simoes had discussion with Holz about faculty protection; there doesn't seem to be due process involving issues with faculty. The ombudsman or office could be a venue for this topic. Simoes would like to start with a proposal from Senate and will draft a document for review.

- **Faculty Senate Coffee Hour** – December 12, 2019, 10-11 am

Briefings and Updates

- **Research Council**

Andy Herring

Herring indicated that there is a RAB meeting on the 20th of December. He shared a few slides on recommendations for the Research Council. Time will be allocated at the first meeting in January and Herring will continue with a presentation and a concise recommendation and perhaps a motion to re-form the Council.

- **Brainstorm List of Senate Activities**

Neal Sullivan

Sullivan has selected the top 6 items from the brainstorm list and created folders in Canvas; he suggested that perhaps a champion should be assigned to each one of these items. Simoes agreed to oversee the Ombudsperson topic. Timm will work with Sullivan to create a survey asking Senators to sign up for one or two items that they are willing to work on.

Questions / Comments

Guests

Simoes wished everyone a wonderful holiday.

Faculty Senate adjourned at 4:00 pm.

Next Meeting: January 14, 2020, 2:00 – 4:00 pm, Hill Hall 300. Please send all items for agenda to Cathy Timm (cgtimm@mines.edu) one week prior to the meeting.