

Colorado School of Mines – FACULTY SENATE MEETING MINUTES

August 25, 2020, 2:00 – 4:00 pm, via Zoom

Attendees:

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

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|---|----------------------|---|------------------|---|-----------------|---|----------------|
| P | Andy Herring (Chair) | P | Robin Bullock | P | Sebnem Duzgun | P | Linda Figueroa |
| P | Alina Handorean | P | Joseph Horan | P | Jeff King | P | Yvette Kuiper |
| P | John McCray | P | Cynthia Norrgran | P | Alexis Sitchler | P | Neal Sullivan |
| P | Bettina Voelker | | | | | | |

Other Regular Attendees and Guests

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|---|---------------------------|---|----------------|---|-------------------|---|----------------------------|
| A | Linda Battalora (Trustee) | P | Rick Holz (AA) | P | Paul Myskiw (RO) | A | Colin Terry (Student Life) |
| A | Jennifer Veloff (Trefny) | A | TBA (USG Rep) | P | Amanda Field(GSG) | P | Julie Lambert (EM/Notes) |
| P | Cathy Timm (AA/RO) | | | | | | |

Welcome

Andy Herring

Herring welcomed the Faculty Senate. Each Senator introduced themselves and provided their brief background. Department representatives were not present.

Later in the meeting, Amanda Field, GSG representative, introduced herself. Field completed her undergraduate in Mechanical Engineering at Mines. She served in the USG as the sophomore class president and the president of the student body.

Provost / Academic Affairs Update

Rick Holz

Holz provided updates. Classes had a good start yesterday (8/24/2020) with a couple of typical glitches in classrooms with AV equipment. The IT team and others in charge of classrooms, including Gary Bowersock, are attending to the solutions.

Holz is aware of one positive COVID Case among students and one positive case among an office staff who was training TA's. The individuals are isolated and others in contact are in a 14-day quarantine. In both distinct cases, the virus was most likely contracted off campus. Peter Han's team is tracking cases on the COVID webpage. During move-in, 1,600 tests were conducted and all were negative except one inconclusive result. The student with the inconclusive result will be retested. Work continues from the team for campus safety.

Holz has invited Herring to participate in the weekly AA Executive Committee meetings, which includes deans. This will permit faculty input and aid in communication with faculty.

Holz complimented the work completed by Myskiw and the Registrar's Office. The team, under Myskiw's leadership, has shifted priorities and made changes to accommodate students in the current, new environment.

Registrar Update

Paul Myskiw

Myskiw reported enrollment numbers are up by 243 on day one from last year. Thanks for the success goes to the cooperative efforts of staff, deans, faculty and others responsible. The Registrar's Office is working on adjustments to the fall rooming schedule, which is a normal course of action. Students have the option to select remote courses until August 31. Since starting, some students are asking for a face-to-face option while others are asking if there is a remote option.

Myskiw indicated that over the summer the Registrar's staff identified 6 or 7 policies needing modification from the Graduate and Undergraduate catalogs. When each is prepared, Myskiw will present the proposed adjustments to the Senate for consideration.

Question raised about how the faculty can help alleviate the workload on the Registrar's Office during these first few days of the semester. Myskiw indicated often advisors or other offices refer students via email and the Registrar's staff are sorting through 400 to 500 emails per day. Frequently, the answer is in the content on the website. Recently, Enrollment Management and ITS deployed an AI chatbot. Faculty can direct traffic to the bot. The Registrar's Office receives questions not answered by the bot, answers the questions and this makes the bot smarter. Myskiw further discussed improvements made on the Registrar's webpage over the summer to reduce redundancy and reorganize pertinent information.

Executive Committee Summer Planning Action Plan

Andy Herring

Herring indicated that the planning exercise from the summer needs to be turned into actionable items.

- **Re-organization of Senate Business**

Herring discussed how Senate will operate. The agendas for every Faculty Senate meeting are located in the Teams working group, under files. The Senate rules require that the agenda is posted one week prior to the meeting. Senators should look at the agenda during the week, add items, add comments, etc. Herring will review the agenda. The agenda will be finalized with member input and posted to Canvas one week prior to the meeting. Teams will be used for working documents and when finished the documents will be posted to CANVAS.

- **Mechanism for review/deletion of Challenged Programs**

This topic was discussed in conjunction with the Signature Student Experience.

- **Engagement of all campus and communications plan**

This topic was not specifically addressed.

- **Document Stewardship: CANVAS, Teams, Webpage**

Herring asked for clarification regarding the purpose and status of publishing the archived documents that were worked on by the prior President. Sitchler stated that the initiative was to generate another CANVAS site where Senate would publish additional documents not currently published to the general public on the website in order to be more transparent with academic faculty.

A concern was raised about the audience intended to have access to this CANVAS site; a pared-down list of faculty was approved to be included in the distribution of information. This presents several challenges; primarily, allowing this change to the Bylaws should be presented to the entire faculty for a vote and secondly, the administrative burden of managing a separate list needs to be considered. Question raised about whether students have access; agendas and minutes are available as public information on the Faculty Senate website; the memos on various topics are only intended for faculty as some items may be considered sensitive. Sitchler will open a channel for this agenda item in Teams for continued conversation.

- **Simultaneous presentation of New Programs to Senate and Councils**

Herring stated that the Senate approves all new programs at the end of the process after the work has been completed by the Graduate and Undergraduate Councils. During the summer, the Executive Committee decided that the Senate should receive an initial presentation in coordination with the Councils. The presenter will return to Faculty Senate for final approval. Discussion pursued regarding the scope of the Senate; the procedural change; the aim to have an elevated overview; allowing for commentary in cross

cutting programs; review of overlaps, enhancements and complementary courses; and involvement in deleting, assigning probation or improving things. Holz shared that Vibhuti Dave has drafted a template for undergraduate programs to include information, such as a cost assessment spreadsheet. Every proposal should have a format to provide actionable information and reduce discussion time. Discussion continued regarding viability and the possible use of adopting a sunset clause. Suggestion to have a working group under the Grad and Undergrad Councils who will work with the Registrar to evaluate and develop an intentional process for longevity of programs.

- **DI&A**

Herring stated the Senate needs to be involved in DI&A initiatives. Sitchler shared that DI&A is a part of Senate's responsibility and Senate should determine how to be involved. Senate has a representative on the DI&A council. Sitchler encouraged members to share their ideas in the Teams channel, which will be collectively brought back to the group for commentary.

Question regarding duplicating efforts in the Campus Culture Committee that led by Roel Snieder; Bullock and Sullivan also serve on this Committee and can assist with communications. Senate is speaking with Amy Landis, who has secured external funding to execute a high-quality campus climate survey. MN has a committee working on a survey in coordination with Landis.

- **Covid-19**

Herring indicated that he is sitting on the AA Executive Committee Meeting as a representative of the faculty to voice topics centered around the stresses put on faculty. Brainstorms include having an ad hoc committee of peers to discuss methods of response; having a google form for impacts to faculty in their lives and classrooms; and to encourage faculty to talk with a senator.

Holz indicated he has shared a draft with President Johnson defining possible courses of action in multiple steps in the event we were to shift from the current mode of teaching to full remote learning. He would like Senate input on the draft.

Question regarding the use of the data being collected and reported on COVID; Holz indicated that the COVID Response Team has a database with the partnering testing company. As announced at the Faculty Conference, the website recently went live. The dashboard, <https://www.mines.edu/coronavirus/covid-19-cases/>, posts the total number of tests that were administered and the results of those tests, without names. The COVID Response Team is set up for contact tracing and follow up with those who need to isolate or quarantine. An announcement is expected to be published early next week regarding testing.

- **Student and Faculty Signature Experiences**

Herring stated that as a Mines@150 initiative and a top priority for President Johnson, Johnson and Fox will talk to the Senate on September 8th to share their direction from an administration standpoint. This will help the Senate focus on the deliverables and formulate an action plan for this year. An item of business involves understanding the strategic plan, including areas of progress and stalls. This is a great opportunity to engage with the student experience on campus and understand what it is like to be a student at Mines.

President Johnson has provided \$500,000 in funding to be administered by Senate to faculty for initiatives around the Signature Student Experience. Senate needs to develop a plan for administering and disbursing this resource.

Core Curriculum is one component of the Signature Experience. Undergraduate Council has already been tasked by Senate with reviewing the Core Curriculum. The committee, chaired by Scott Houser, involved those from departments who have courses in the core and has worked for two years on topics centered on the signature experience and cross cutting. A report was provided to Holz last December of classes that

could be multi-disciplinary. The intention to roll the items to faculty last April was postponed due to moving to remote. The Undergraduate Council intends to effectively work on core curriculum as a key topic this year. Mechanical Engineering is actively considering changing their core to make it more relevant to mechanical engineers. Senate is needed to formulate the next steps and coordinate with other committees and groups across campus who have worked on the core curriculum. The departments are going to have to weigh in on what is relevant to their core.

Another item to consider is driving faculty engagement on campus and determining methods to connect faculty with students on campus and off campus, which ties to Every Oredigger and many other areas. Immersive learning was mentioned by Fox in regard to learning occurring everywhere that students go, not just in the classroom. The overarching goal is to create an experience for the students at Mines. The hope is to set aside personal biases of one's own experiences, to have hard conversations of how the experience should look and be inspirational to drive change forward. Senate has the opportunity and resources to evaluate the current experiences for Mines students.

Holz asked whether he could help with a continued discussion with department heads regarding a new financial model for how funds are allocated across academic departments. Due to the competitive nature across campus, it would divest the idea that credit hours need to be protected to ensure availability of resources. Suggestion to speak with current students about their experiences – taking the objective role of accepting their feedback. There is a benefit from keeping the students involved in this process, learning what they value in their education and inserting that momentum into all of the courses.

- **Faculty Appeals/Ombudsman/Title IX etc**

Herring asked for consideration to organize a standing committee to work on updating the procedures manual in cooperation with Academic Affairs, HR and title IX. Question regarding how this is linked to the Handbook. The Handbook is the faculty's contract, which is updated every year. In places, the procedures manual is inconsistent and conflicts with the Handbook. Some of the faculty complaints surrounded the inability to find a procedure or process. This committee could review one topic per year. Suggestion to consider having the documents organized electronically for easier access and utilization. Considerations should include how often to review/update the contents and who should be members of the committee.

Committee Updates

- **Leadership Nomination Committee**

Alina Handorean

Handorean reported that each Senator is chairing a committee or being a representative on a committee as follows:

University Committees: Budget Committee – Alexis Sitchler, Research Advisory Board – Sebnem Duzgun, Calendar Committee – Bettina Volker, Handbook Committee – Linda Figueroa.

Senate Committees Chairs: Research Council – Yvette Kuiper, Graduate Council – Neal Sullivan, Undergraduate Council – Jeff King, Non-Tenure Track Faculty Committee – Joe Horan, Academic Standards Committee – John McCray, Library Committee – Sebnem Duzgun, Survey Committee – Robin Bullock, Leadership Nomination Committee – Alina Handorean.

Senate Committees Members: Faculty Oversight Committee on Sports and Athletics – John McCray, Readmissions Committee – Cynthia Norrgran.

In terms of the University and Senate Committees that have openings for faculty representation, the nomination deadline was 8/24/2020. From the summarized the nominations, approximately 100 faculty responded, some chose one or more committees. Handorean will carefully review the list to verify the eligibility criteria for each committee. A ballot will be sent via email for voting and the results will be communicated in mid-September.

- **Bylaw Updates**

Alina Handorean

Handorean indicated that at the time Mines transitioned to remote, there were six motions regarding the Bylaws presented to the Senate. The motions need re-voting as there was not enough time for discussion. Each motion will have to be considered separately. The six proposed items will be sent in a ballot via e-mail. The minutes and an explanation will be attached.

One of the items motioned on in April pertaining to the Research Council requires an adjustment. The language for this item requires editing due to the recent change in portfolios. The changes in the Research Council area are minor and can be voted on by Senate.

An issue was raised related to major changes to the Bylaws that need to be voted on by the entire faculty; Senate cannot vote on major changes, such as removing an entire class of faculty from the Bylaws. Discussion will continue about how to define a major or minor change in Bylaws in Teams.

Undergraduate and Graduate Council Updates

- UnderGrad Council

Jeff King

King stated the Council has not had the first meeting yet and there is nothing to report.

- Grad Council

Neal Sullivan

Sullivan stated the Council has not had the first meeting yet there is nothing to report.

Other Updates, Briefings and Information

Sitchler asked the senators to review and be involved in the DI&A trainings that were emailed. Sitchler is available to help train Senators on the use of Teams. Sitchler has posted the link to a Pillars Interest spreadsheet and suggested that people add their name to an area of interest.

Adjourn

Andy Herring

MOTION: To adjourn by Sitchler, seconded by Bullock. No abstentions.

Faculty Senate adjourned at 4:02 pm.

Next Meeting: September 8, 2020, 2:00 – 4:00 pm, via Zoom. Please add agenda items in the Teams Working Group more than one week prior to the meeting.