Colorado School of Mines – FACULTY SENATE MEETING MINUTES
October 27, 2020, 2:00 – 4:00 pm, via Zoom

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

P	Andy Herring (Chair)	P	Robin Bullock (EDS)	P	Sebnem Duzgun (MN & CS)	P	Linda Figueroa (CEE &MN)
P	Alina Handorean (EDS)	P	Joseph Horan (HASS)	P	Jeff King (MME)	A	Yvette Kuiper (GE)
P	John McCray (CEE)	P	Cynthia Norrgran (CBE)	P	Alexis Sitchler (GE)	P	Neal Sullivan (ME)
P	Bettina Voelker (CH)						

Other Regular Attendees and Guests

A	Linda Battalora (Trustee)	P	Rick Holz (AA)	A	Paul Myskiw (RO)	P	Colin Terry (Student Life)
A	Jennifer Veloff (TIIC)	A	Sydney Marchando (USG)	P	Amanda Field (GSG)	P	Julie Lambert (EM)
P	Lisa Nickum (LB)	P	Samie McCleary (USG-alt)	P	Kendra Stansbury (RO)	P	Monique Sendze (ITS)
P	Dean Nieusma (EDS)	P	Paul Sava (GP)	P	Vibhuti Dave (UG)	P	Scott Houser (EB)

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Welcome
Andy Herring

Provost / Academic Affairs Update
Rick Holz

Holz provided an update on the positive Covid-19 cases on campus. Active cases on campus decreased from 28 to 11. There has not been COVID transmissions inside classrooms. Safety guidelines are being adhered. Following Thanksgiving, courses and faculty lectures will be delivered remotely, not within the classroom in order to provide socially-distanced study space for students remaining on campus. Executive leadership continues to discuss spring break and a decision has not been made. Concerns from students were listened to during a recent townhall, including around virus testing. Question regarding whether students would be mandated for testing and/or tracking: Several scenarios are being discussed with considerations around testing, timing and safety. Discussion followed regarding assignments, projects and tests scheduled directly following fall break and the guidance provided to faculty on teaching expectations.

Registrar Update
Paul Myskiw

Holz started the update, indicating the Registrar continues working on rooming classes for the spring schedule with 70% completed and almost 40% face-to-face. Question regarding whether 60% of classes in the spring are remote: The 40% consists only of lectures and does not count the labs, studios and design classes that are face-to-face. As work and conversations continue, approximately 84% of courses include some in-person modality and 16% are fully remote.

Stansbury extended the invitation to participate in the "Show and Tell" demonstration of Degree Works, the new degree audit and evaluation tool for undergraduate and graduate students. A training video and PDF guide are available on the dedicated website. Question regarding the extent of definition and content in the graduate evaluation side: Work continues on the graduate programs portion with a meeting scheduled with grad departments to further discuss suggestions for implementation improvements. The tool applies to the students utilizing the 2020-2021 catalog. Students utilizing previous catalogs will use the previous degree audit, which will remain active. The soft roll out to live for Degree Works is in two weeks.

Approval of Minutes - October 13, 2020
Andy Herring

MOTION: To approve minutes of October 13, 2020. By King; seconded by Handorean. No abstentions. <u>APPROVED.</u>

ITS – Email Policy Changes & Security Awareness Training
Monique Sendze

Sendze shared four particular ITS Updates, including virtualizing labs, vacation/sick system retirement, cybersecurity with multi-factor authentication, and upcoming email policy changes.

Regarding virtualizing labs, the initiative, led by Provost Holz, provides technical solutions to move lab computers to the cloud in four phases. The benefits include reclaiming lab space, providing students flexibility and 24-7 access to lab resources, increasing software performance, and permitting students access from any endpoint device. ITS can more agilely accommodate software requests from faculty in mid-semester. ITS is communicating and partnering with deans, DHs and faculty around considerations.

Regarding the retirement of the current vacation/sick leave reporting system, the State of Colorado has issued labor regulations that the current system is unable to accommodate. MAPS is spending hundreds of hours manually recording time that was not properly submitted. The goal of the new system is the timely and accurate recording of sick time for faculty and sick/vacation time for staff in compliance with labor regulations. The Faculty Handbook section 5.4.4 addresses expectations for utilizing sick time and is the governing document. Sick time is charged against the account the faculty member is paid from, including research accounts. Faculty are required to report use of sick leave as applicable during working hours.

October is cybersecurity awareness month. Phishing is one of the most common approaches used to breach computer systems. ITS will be running two campaigns per year geared at preventing phishing. A Cybersecurity Awareness course is being added to new employee orientation. ITS continues to encourage faculty to enroll in the DUO multi-factor authentication and can provide FOBs to faculty at no charge.

Regarding upcoming changes to the email policy, faculty and staff will be required to use their Mines account to conduct Mines business. ITS will assess IMAP with OAUTH as a standard through the next year as a replacement protocol for POP, which will be disabled. Automatically forwarding emails will be disallowed.

Discussion followed regarding diversity and inclusion as it pertains to the impacts of virtualization changes on students, the flexibility of endpoints, lab equipment that would not be virtualized, the impact on software licenses, and the impact on abroad study and international connectivity.

Electronic FDR/Evaluation Process   Dean Nieusma and Paul Sava
Nieusma stated that AA and ITS formed a working group to address a revised process and workflow for annual reviews. Sava indicated that problems were identified about the current process, including the amount of time, data-centric format, and disconnection of goal setting from monitored productivity assessments. The primary objectives of the project are: improve efficiency and timeliness; alleviate the administrative reporting burden; focus on professional development; and implement a workflow that can be mapped into a computer system. The mandate includes to look at the mechanism for implementation and not the mechanism of evaluation of teaching, research and service categories as listed in the Faculty Handbook. Nieusma explained the revised appearance of particular sections and areas that will auto-populate in subsequent years. OnBase handles the routing of the document through the annual performance workflow.

Question regarding the workflow; the process does not force the DH to share the draft content that will go to the Dean with the faculty member, however the DH finalizes the copy of feedback that routes to the faculty before the assessment meeting occurs. Question regarding an option to abstain from signing; there is not an option not to sign the evaluation. The discussion is not intended as a negotiation of the rating and the signing is an acknowledgement. If there is a disagreement, it is escalated. The process has an option to submit a rebuttal, wherein the disagreement would formally become a part of the documentation string. Question regarding whether the Provost will have access to review documents and archival information: The Provost would have access and the consolidated data would come from IR. Question regarding the workflow when there is not a dean associated with the departments; the workflow would be routed through the supervisor, as listed in Banner.

Scheduling: Guidelines and Policies-Working Group (SGP)   Vibhuti Dave
Dave stated the objectives of the SGP working group are to create scheduling guidelines, policies, and standard practices for using space optimally; and to devise a method for departments to publish 3 to 5 years of schedules to use for advising and planning. The group will include department schedulers, DH's and faculty members and will seek Senate endorsement on proposals. Question regarding considering courses scheduled in non-standard times; The scheduling of non-standard times is one of the key discussion points with the Registrar and this group. Many departments have room utilization down to a science and the guidelines will be considerate of exceptions.

Committee Updates   Andy Herring and Alina Handorean
Herring indicated according to Bylaws the Senate meets the 2nd and 4th Tuesday every month and in prior years meeting the 4th Tuesday of November was cancelled by vote. A quick discussion ensued and the meeting will occur as scheduled on November 24, 2020.

Parking Committee
Handorean stated the results of the electronic vote are tied, therefore another ballot will be emailed.

Board of Trustees – Faculty Representative
Handorean stated the call for nominations has been emailed and an expression of interest with letters are due November 12th. Per the Bylaws, nominations are submitted to the academic faculty for review for one week followed by two weeks for voting. The election requires 2/3 of the academic faculty to vote.

By-Laws
Potential changes to the Bylaws can be included on the aforementioned ballot. This topic was not discussed further.

Charge Sub-committees
In previous meetings, the Senate has been presented with overviews of the following committees: the Student Signature Experience Committee, chaired by Sitchler; the Faculty Procedures Review and Recommendations Committee, chaired by McCray; the COVID Response Committee, chaired by Herring; the DI&A Committee, chaired by Bullock; and the Senate Operations Committee, chaired by Handorean.

MOTION: To approve for the five initiatives to be official senate business for 2020-2021 academic year. By Sitchler; seconded by Handorean. No abstentions. APPROVED.

Undergraduate Council Updates   Jeff King
King stated there are two new Undergraduate programs for Council to consider, specifically the Quantitative Biology Engineering program and the Business Engineering and Management Science. Additionally, Council is working on reviewing and processing a number of course changes.

EB-New BS Degree Program-Business Engineering and Management Science   Scott Houser
Houser indicated that EB offers the Master's Degree in Engineering and Technology Management (ETM) and has expanded the number and variety of undergraduate business classes over the last several years. The outcomes of the proposed bachelor's degree surround data science and business analytics skills, communications, ethics, and applying quantitative tools to inform decisions about strategy and operations. Curriculum is 128 credit hours: 68 credits in core; two 18 credit cores in data analytics/operations and in basic business principles; and two 4 credit tracks in advanced manufacturing, AI, machine learning business analytics, technology management and financial engineering. From this, 13 new courses will be developed with six of those courses the undergraduate versions of the current 500 level offering.

Question regarding whether the new program would require additional faculty and FTE: The program would require an investment for new faculty and faculty with expertise in financial engineering. Question regarding whether the new BS program would deter enrollment in the ETM program or via 4+1 options: The programs are designed for different audiences with the ETM composed of students with undergraduate STEM degrees and the undergraduate degree in quantitative business would be composed of students focusing on business. Question regarding an option for dual major: The dual major would work for programs with well defined tracks and logical connections, such as Computer Science and Applied Math and Statistics. Question regarding projected enrollments: After five years, enrollment is projected at around 90. Question regarding potential areas of employment and internships: The job areas would be similar to those in ETM and Economics with work in data science and operations research. Question regarding the pathway to graduate school for students graduating the program: The degree would be a terminal degree providing students with a tool set to work directly in industry. The program is also preparation for graduate programs in operations research, data science and industrial engineering.

Graduate Council Updates   Neal Sullivan
Program Changes
  1.1 Chemistry (CH) proposed by Christine Morrison
          [status: CIM 8/28 and 9/3, Grad Council approved 10/7]
          1 program change: PhD in Chemistry

1.2 Engineering, Design and Society (EDS) proposed by Juan Lucena
          [status: CIM 9/1 and 9/3, Grad Council approved 10/7]
          2 program changes: MS in Humanitarian Engineering and Science
                                 MS-NT in Humanitarian Engineering and Science

1.3 Applied Mathematics and Statistics (AMS) proposed by Karin Leiderman
          [status: CIM 9/13, Grad Council approved 10/21]
          3 program changes: MS-NT in Applied Mathematics and Statistics
                                   MS in Applied Mathematics and Statistics
                                   PhD in Applied Mathematics and Statistics

Sullivan indicated the changes to the programs are modest changes. AMS is looking at changes in their program involving decreasing the number of electives at the graduate level.

Pertaining to 1.1, question regarding if the change in Chemistry is to the qualification process or to maintain the degree process: The change is to provide consistent wording in the catalog to match the student handbook. Question regarding the wording "…PhD students must receive at minimum a B in required core classes…": A friendly amendment was proposed to update to "…PhD students must receive at minimum a B **in each** required core **class**…" for clarity.

Pertaining to 1.2, comment regarding CEEN575 listed as "Hazardous Waste Site Remediation" when CEEN575 already exists on the list of electives in the catalog as Hazardous Waste Site Remediation in the environmental engineering track: The Senate does not need to vote to ratify this change.

MOTION: To approve the program changes with the one amendment in item 1.1. By Sitchler; seconded by Figueroa. No abstentions. APPROVED.

Sullivan stated that Grad Council has agreed to present new programs and changes to existing courses in a consent agenda, rather than during the Council meeting. When discussion is required, Councilors can bring

the item forward for discussion. Question regarding having the Councils operate similarly: King indicated that a similar process is occurring in Undergraduate Council through a steering committee. Suggestion to sync the operational processes between the two councils.

Adjourn   Andy Herring

MOTION: To adjourn the meeting. By Handorean; seconded by Bullock. No abstentions. <u>APPROVED.</u>

Faculty Senate adjourned at 4:05 pm.
Next Meeting: November 10,2020, 2:00 – 4:00 pm, via Zoom. Please add agenda items in the Teams Working Group more than one week prior to the meeting.