

Colorado School of Mines – FACULTY SENATE MEETING MINUTES
 January 12, 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)	P	Yvette Kuiper (GE)
P	John McCray (CEE)	P	Cynthia Norrgran (CBE)	P	Alexis Sitchler (GE)	A	Neal Sullivan (ME)
P	Bettina Voelker (CH)						

Other Regular Attendees and Guests

A	Linda Battalora (Trustee)	P	Rick Holz (AA)	P	Paul Myskiw (RO)	A	Colin Terry (Student Life)
A	Sam Spiegel (Trefny)	P	Sydney Marchando (USG Rep)	P	Maxwell Silver (GSG)	P	Mara Green (AA)
P	Vibhuti Dave (UGS)	P	Julie Lambert (EM)	P	Lisa Nickum (Library)	P	Kendra Stansbury (RO)

Brian Trewyn with QBE, Elizabeth Davis with HASS

Welcome

Andy Herring

Provost / Academic Affairs Update

Rick Holz

Holz welcomes Faculty back for the first day of the Spring 2021 semester and wishes to call Senators' attention to the COVID Teaching Guidelines that were sent out. A misunderstanding occurred in presenting them as "policy" rather than guidelines.

They are not to be considered a permanent policy. Holz states that the intent had been to provide input and guidance to faculty teaching during a difficult time and provide answers to multiple questions that had come up around class participation, how to handle students in certain situations, and make sure that faculty have guidelines regarding how to handle these events in the classroom.

The Jedi program has launched assisting 150 lectures; 50 students have been hired in the program. Additional faculty have requested assistance from Jedi and as the semester progresses additional assistance will be established to fulfil those wishes.

A question is asked regarding the recent emails on identify theft. Holz states that he is unaware of the number of individuals impacted, but it is over 100 people that have fallen victim. Human Resources is working on finding information on the widespread phishing and scam expeditions.

Senators inform Holz that there have been faculty that have received false unemployment claims under their name, but have not provided their identity or information elsewhere. Additional information will be provided to faculty in how to protect their data and information.

Registrar Update

Paul Myskiw

Myskiw informs Senators that spring registration is looking good. The graduate, non-degree enrollment is slightly down while undergraduate enrollment is up. Credit hour reduction is the same as it was last year.

The Registrar's Office sent out a survey to students that started in November regarding all-or-nothing remote classes for the Spring semester. There was a reported influx of emails between the Registrar's

Office and the Center for Academic Services and Advising (CASA) the week following the holidays which lead to an extension to that survey where sixty additional students opted in to remote learning.

Myskiw states that this list of students has been distributed to the department heads.

Registration is eight to nine weeks away; conversations within the department and with the Registrar's Office should be expected regarding the initial plans for the Fall 2021 semester based upon the current circumstances.

A question on certificates is asked. The Academic Faculty Bylaws do not mention certificates, and Senate is seeking clarification regarding certificates being referred to as a degree. Additionally, Senate would like to know if there is a complete list of certificates to be awarded when the graduating students list is presented to Senate.

Myskiw answers that a list of students awarded a certificate can be provided to Senate and according to the Department of Education, a post-Baccalaureate certificate or a graduate certificate is a credential and is recognized. Additionally, if a student is only given a certificate they are not awarded with a metal diploma but a certified electronic diploma. A student can; however, pay for a ceremonial diploma.

Approval of Minutes – December 8, 2020

Andy Herring

MOTION: To approve minutes of December 8, 2020 by Handorean; seconded by Sitchler. No abstentions.
APPROVED.

Discussion on Memorandum of Understanding for Interdisciplinary Programs

Andy Herring

Herring moderates a discussion on the concept of bringing forward a Memorandum of Understanding for Interdisciplinary programs at Mines.

Figuroa begins that the desire for implementation of an MOU arises from a historical knowledge of commitment being made on a handshake with nothing being written down; a program, then, has no written information on its sunset clause, what occurs when the program is successful, or anything tied to the resources.

King states that, for Senate to vote on an interdisciplinary program and put it in the Catalog, there is an obligation to students that this program will be offered or that this degree will be offered. There are faculty that are involved in and accept some of that obligation, but there has not been historical documentation or recording of this.

It would be Senate working alongside Academic Affairs and the programs for drafting up this MOUs, and Senate will be responsible for any Handbook language that needs to come out as well as policy language. It would provide the involved programs opportunity to identify responsibilities.

An option would be to provide the MOU through the CourseLeaf Curriculum (CIM), rather than drafting up any additional papers.

CIM has been a tool to provide a workflow and approval, and adding an additional few boxes to implement an MOU would be a viable option. It would provide faculty with a living document that can expand your progress and contractually would include language to describe the responsibilities of the program director. Discussion continues on the efficacy of providing CIM with this document functionality, and making it accessible to faculty.

Sitchler further points that the workflow of CIM is the official approval and represents the contract between the departments and the administration around delivering and supporting programs. Senate can take the time to provide documentation and work with Academic Affairs to solidify that the workflow within the CIM system is important in terms of the approval processes.

Holz states that this will be brought up to the executive team.

Discussion continues further on the specifics of the agreement. Sitchler states that the outcome of the workflow would be a contractual obligation and a part of CIM can set aside a workflow that represents the obligations of the people that have agreed to be a part of this program or structure. Senate considers a working group or a definitive means of establishing the MOU within the CIM system.

Herring briefs Senators with a short summary of the discussion in that the living document that describes the memorandum of understand for a particular program is the documentation within CIM. When a new department head comes forward, they can then refer to that living document.

Committee Updates

Secretary of Senate

Alina Handorean

Faculty Senate released a ballot to the Academic Faculty in December 2020 in which the state of Colorado requires two-thirds of Academic Faculty must vote; the results have been finalized and are read to the Senators.

The list of Academic Faculty in December 2020 consisted of 385 names, 258 votes were required for two-thirds, and the ballot ended in 270 submitted votes.

Handorean explains the two portions of the ballot having been the Faculty Member of the Board of Trustees representative, of which there were four members nominated: Linda Figueroa, Tracy Gardner, Tzahi Cath, and Jeffrey Holley. The finalized vote was Tracy Gardner as the next Faculty Member of the Board of Trustees.

The second item voted on by Academic Faculty is the Academic Faculty Bylaw change to the number of Faculty Senate Senators. The proposed change is an increase from thirteen Senators to fifteen.

The original text is shown here:

“B. Membership of the Academic Faculty

For the purposes of Academic Faculty governance the academic faculty shall include professors, associate professors, assistant professors, professors of practice, teaching professors, teaching associate professors, teaching assistant professors, research professors, research associate professors, research assistant professors, librarians, associate librarians and assistant librarians. In addition, members of the Administration who hold academic rank shall be considered academic faculty. Upon written request to and approved by the Faculty Senate, faculty on transitional retirement, emeritus, adjunct and visiting professors (all ranks) may be granted voting status.”

The proposed changes in the ballot are, as follows:

“B. The membership of the Faculty Senate.

1. The Senate shall consist of fifteen members.
2. Regular Senate membership shall include the following. At least eight 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. At least three of the Senators must be at the rank of Professor. The remaining seats may be filled by members of the Academic Faculty with at least two years of experience at Mines.”

MOTION: To approve the Academic Faculty voting results for the Faculty Member of the Board of Trustees as Tracy Gardner and the proposed changes to the Academic Faculty Bylaws’ Faculty Senate membership count increase from thirteen members to fifteen by Figueroa, seconded by Horan. No abstentions.

APPROVED.

An email will be sent to Tracy Gardner regarding her nomination as the Faculty Member of the Board of Trustees.

Handbook Committee
(University Committee)

Linda Figueroa

Figueroa informs Senators that a philosophical discussion began regarding what goes into the Faculty Handbook; what goes into the procedures manual and what’s on the Board of Trustees’ policies and whether these things are duplicated. The committee has proposed to clean up the information within the Handbook.

The Committee will be meet again on Wednesday (1/13) to discuss further.

Herring states that there is not much the Committee can do to the policies due to the information being mandated by State statute.

Discussion will continue once the committee meets again on the 13th.

Signature Student Experience Proposals

Robin Bullock

Bullock begins by informing Senators that letters have been sent to individuals that submitted proposals, asking for additional point of clarification. Only one proposer has responded asking for an additional week extension to complete a response.

Senate agrees that an extension will prolong the process, and decides to move forward with the set deadline of 1/17 for proposer’s responses.

Distinguished Lecture
(Faculty Senate Committee)

Andrew Herring

John Speer has confirmed his ability to speak later in the semester, rather than earlier. Senate decides to perform a bi-annual lecture to feature Speer in the Spring 2021 semester and Carolyn Koh in the Fall 2021 semester.

Non-Tenure Faculty Committee
(Ad-hoc committee)

Joseph Horan

Horan has spoken with Faculty Senate Secretary Handorean regarding the status of the Non-Tenure Track Faculty Committee and has decided to proceed with it designated as an ad-hoc committee. Horan reports that the committee will decide if it will be a permanent addition later in the year.

Procedures Committee

John McCray

(Ad-Hoc Committee)

McCray updates Senators that the Procedures Committee will be meeting to see what information has been gathered and to discuss information collected from different groups. McCray intends on discussing additional information and concerns with Figueroa and the Handbook Committee.

Research Council
(Faculty Senate Committee)

Yvette Kuiper

Kuiper announces the current topic of interest within the Research council regarding the job titles and descriptions of:

- Research Professor
- Research Associate Professor
- Research Assistant Professor
- Visiting Scholar
- Postdoctoral Fellow
- Research Associate
- Research Support Staff
- Research Administrative Professional
- Research Technical Professionals
- Affiliate Faculty
- External Joint Appointees

The subcommittee within Research Council reviewed the definitions of these people due to there having been concerns regarding some of them not being defined. The subcommittee had found that the Handbook and Procedures Manual defined them clearly and the main problem is that the descriptions are not being applied in reality.

As the results come out, Sitchler mentions the Equal Opportunity survey sent out by Human Resources as an informational resource once Stacie Altman has reported the outcomes to Senate.

Kuiper states that the problem does not lie within the Handbook or Procedures Manual, but rather with individuals not regarding the job descriptions. Herring adds that, if employees are not adhering to job descriptions, Human Resources can change their job titles to reflect what they are doing.

Holz has met with Altman regarding positions and job titles in Academic Affairs, and there is a large amount of nearly identical or identical job descriptions with different job titles. Holz states that this is something that is in consideration for clean-up.

Curriculum Committee
(Ad-Hoc Committee)

Alexis Sitchler

Sitchler provides a quick update in that the committee has finalized the draft of learning outcomes and they have been reviewed by Provost Rick Holz and President Paul Johnson. Comments from the review will be brought back to the committee; they will then move forward on retrieving comments and feedback from the campus on the learning outcomes.

The committee has created a map of how the outcomes will progress. Eventually, the outcomes will arrive at Undergraduate Council and into Senate for formal adoption. These will not be pushed into the Catalog until they have been associated with curriculum changes that go along with the learning outcomes.

Undergraduate Council Updates

Jeff King

Undergraduate courses (new and changed) that have been approved in 2020 are listed at the end of these minutes, these are informational items.

Up for Senate Vote:

1.1 **INTERDISCIPLINARY**

[status: CIM 10/22; Provost: 10/23; UGC: 12/9]

1 new program BS in Quantitative Biosciences and Engineering
(need to assign program & CIM codes)

*As the traditional divisions between academic disciplines continue to blur, there is a need at Mines to offer students with the skills and education to address the next generation of challenges the world will encounter in treatment and healing of the environment, new energy, and in healthcare. This multi and interdisciplinary undergraduate program will give the students the skillset to tackle these challenges from every direction and opening more employment opportunities. This will be a residential program. **As championed by Brian Trewyn.***

Voelker asks a clarifying question on the Undergraduate program proposal template, which had not been used in the proposal of the Bachelor's in Quantitative Biosciences and Engineering proposal.

Dave states that the intention of the new template was to ensure that all information was clearly laid out on how many new faculty members would have to be hired, if there were departments that were going to offer classes and that those departments would send a letter of support.

However, the new program proposal for Undergraduate programs had not been approved at the time of the QBE programs' inception.

QBE has outlined resources that are needed and the courses have been outlined, as well. An employment ad has been written up by Academic Affairs regarding a non-tenure track hire, and a committee is being formed to begin the search. If Senate decides to reject the program, the position will be pulled.

Senate agrees that the program, as well as others, can address systemic background changes following approval.

MOTION: To approve the new program BS in Quantitative Biosciences and Engineering championed by Brian Trewyn by King; seconded by Sitchler. 2 abstentions; Silver and Voelker. APPROVED.

Graduate Council Updates

Neal Sullivan

Sullivan was absent at the 1/12 Faculty Senate meeting, Graduate Council updates outside of curriculum changes were tabled for the next meeting.

Up for Senate Vote:

2.1 **CHEMICAL and BIOLOGICAL ENGINEERING**

[status: CIM 11/12]

1 program change: MSPHD-CBE: MS & PhD – Chemical and Biological Engineering

*As the size of the MS program increases and educational (undergraduate) backgrounds grow more diverse, this will provide options for the MS core separate from the PhD requirements. Additional options have been added to the core course requirements for the MS degree. **As championed by David Marr.***

MOTION: To approve the program change to the MS & PhD in Chemical and Biological Engineering championed by David Marr by King; seconded by Sitchler. 1 abstention; Silver. APPROVED.

2.2 HUMANITIES, ARTS, and SOCIAL SCIENCES

[status: CIM 11/30; GC: 1/6]

1 program change: CERT-NREP: CERT – Natural Resources and Energy Policy
*Changes to program requirements such as reducing 12 credit-hours to 9, requirements of 4 of 5 required courses has been changed to 2 of 5, as well as requirement of an additional elective approved by the NREP director. **As championed by Elizabeth Davis.***

MOTION: To approve the program change to the certificate in Natural Resources and Energy Policy championed by Elizabeth Davis by Horan; seconded by King. 1 abstention; Silver. APPROVED.

1 program change: MS-NREP: Natural Resources and Energy Policy
*Changes made to the course requirements: addition and removal of courses. Minor changes were made to reflect the small influx and outflow of courses. **As championed by Elizabeth Davis.***

MOTION: To approve the program change to the MS in Natural Resources and Energy Policy championed by Elizabeth Davis by Horan; seconded by Sitchler. 1 abstention; Silver. APPROVED.

New Business / Adjourn

Andy Herring

Herring states that, during the off-cycle meetings, Senate will be working with President Paul Johnson and Provost Rick Holz to approve and add feedback to the submitted proposals from the Student Signature Experience.

MOTION: To adjourn the 1/12 Faculty Senate meeting by Sitchler; seconded by Handorean. 0 abstentions. APPROVED.

Faculty Senate adjourned at 3:43 pm.

Next Meeting: January 26, 2:00 – 4:00 pm, via Zoon. Please send all items for agenda to mgreen1@mines.edu one week prior to the meeting.

New Courses Approved by Undergraduate Council in 2020

HASS466: Science, Technology, and Confucian Ethics
EBGN230: Introduction to Business
EBGN435: Economics and Water Resources
EBGN453: Project Management
SCED262: K-12 Field Experience and Building Student Relationships
MAED262: K-12 Field Experience and Building Student Relationships
HASS422: Art and Environmentalism
HASS227: Beginning Orchestral Strings and Fundamentals of Music
HASS372: History of Medicine
HASS463: History of Epidemics
MEGN413: Aerospace Structures
HASS468: Environmental Justice
MEGN417: Vehicle Dynamics and Powertrain Systems
CSCI478: Introduction to Bioinformatics

Course Changes Approved by Undergraduate Council in 2020

GEGN473: Geological Engineering Site Investigation
EDNS491: Senior Design I
CSCI470: Introduction to Machine Learning
CSCI303: Introduction to Data Science
MEGN391: Automotive Design – SAE Collegiate Design Series (Formula SAE)
MEGN408: Introduction to Space Exploration