

Colorado School of Mines – UNDERGRADUATE COUNCIL MEETING MINUTES  
 March 10, 4:00 – 5:00 pm, via Zoom

**Attendees:**

**Voting Members:** 19 total (10 - majority needed for quorum). Quorum was present.

P	Jeff King (chair)	P	Becky LaFrancois (EB)	P	Mike Nicholas (AMS)	P	Chuck Stone (PH)
P	Michael Barankin (CBE)	P	Derrick Hudson (HASS)	P	Corinne Packard (MME)	P	Nicole Smith (MN)
P	Dylan Domaille (CH)	P	Ge Jin (GP)	P	Jeff Paone (CS)	P	Bruce Trudgill (GE)
P	Linda Battalora (PE)	P	Hongyan Liu (CEE)	P	Oyvind Nilsen (ME)	A	Sydney Marchando (USG)*
P	Gyasi Evans (LB)	P	Carrie McClelland (EDS)	P	Randy Haupt (EE)	P	* Marchando Proxy Ethan Lewellin

**Other Regular Attendees and Guests**

A	Fran Aguilar (MS)	P	Dixie Cirillo (PA)	A	Jennie Kenney (AA)	P	Mara Green (AA)
A	Amy Argyris (CASA)	P	Vibhuti Dave (UGS)	A	Jane Ko (AA)	P	Paul Myskiw (RO)
A	Justin Bush (CEE)	P	Jen Drumm (CASA)	P	Cheryl Medford (GE)	A	Terri Snyder (PE)
A	Karla Perez-Velez (CASA)	P	Katie Ludwin (CASA)				

\*Karin Murray (UHSP)

**Welcome**

Jeff King

**Approval of Minutes – February 24, 2021**

Jeff King

**MOTION:** To approve the Undergraduate Council meeting minutes of February 24, 2021 by Packard, seconded by Barankin. No abstentions. APPROVED.

**Briefings and Information Items**

Office of Undergraduate Studies

Vibhuti Dave

No updates for the Office of Undergraduate Studies.

Registrar’s Office

Paul Myskiw

Myskiw begins by informing Council that DailyBlast messages are being sent out to students about Fall registration; included in these messages are updates to the user interface that will be available to students. There have been enhancements to the registration process and is suggested to contact the Registrar’s Office to look over the changes.

The 500-level course policy change has moved into Graduate Council where changes have been requested. Departments are still able to allow undergraduate students to take 500-level courses at their discretion.

**Curriculum Items for Council Vote**

**Major Curriculum Items – Request for Council Vote (from 2/10/21)**

1.1 **PETROLEUM ENGINEERING**  
 [status: CIM 2/2]

Linda Battalora

1 program change: MINASI-PE: Petroleum Engineering  
*Update to course list to reflect approved new courses and course changes. [Replacement of deactivated course PEGN102 with PEGN201].*

**MOTION:** To approve the program change to MINASI-PE: Petroleum Engineering as championed by Linda Battalora by Battalora, seconded by Nicholas. No abstentions. APPROVED.

### Minor Curriculum Changes

The following minor course changes will not be discussed unless specifically requested by Council.

#### 1.2 PHYSICAL EDUCATION and ATHLETICS

Dixie Cirillo

[status: CIM 1/25; Provost: 1/25]

3 new courses: PAGN245: Slackline  
PAGN298A A change PAGN245

*A student approached the department with his desire for this class, he did the research determining the students' interest in class, located the alumnus instructor and it has been very successfully taught for two semesters. This class meets for 8 weeks, first 8 weeks of fall and last weeks of spring to accommodate the weather. It fits great into the Mines@150 goals for wellness and student mental health.*

PAGN286: SRC – Group Fitness

PAGN287: SRC – Workouts

PAGN298A B & C change to PAGN 286 and 287

*Requesting the creation of these two courses, SRC Group Fitness and SRC Workout, to support the Mines@150 goals for wellness and student mental health. Both of these classes utilize the great work of the student recreation center and need for flexibility for the students to have classes that work into the busy schedules. Both of the classes are arranged to allow for students to complete them on their own and work into any student schedule. They have been great asset these last two difficult*

**MOTION:** To approve three new courses in Physical Education and Athletics by Packard, seconded by Battalora. No abstentions. APPROVED.

### New Curriculum Items

#### Minor Curriculum Changes

These changes will be noted for the 2022-23 AY. If these changes are urgent, notify the Registrar's Office ASAP for addition to the Spring 2022 Addendum.

The following minor course changes will not be discussed unless specifically requested by Council.

#### 2.1 METALLURGICAL and MATERIALS ENGINEERING

Corinne Packard

[status: CIM 2/19]

**1 course change:** MTGN315: Electrical Properties and Applications of Materials  
*Requested for addition to the 2022 Spring Addendum - Addition of MATH225 as pre-req and change MTGN211/311 to pre-req from co-req.*

*This course was previously a senior year course and students had always had MATH225 beforehand, even though it wasn't listed as pre-req. The course content requires knowledge of differential equations, thus MATH225 is being added as a pre-req. to ensure that students have the requisite knowledge before beginning the course.*

## 2.2 MECHANICAL ENGINEERING

Oyvind Nilsen

[status: CIM 3/2]

**6 course changes:** MEGN381: Manufacturing Processes  
MEGN391: Automotive Design: SAE Collegiate Design Series (Formula SAE)  
MEGN435: Modeling and Simulation of Human Movement  
MEGN436: Computational Biomechanics  
MEGN466: Introduction to Internal Combustion Engines  
MEGN467: Principles of Building Science

*Addition of C- or better as grade requirements for prerequisite courses.*

### Curriculum Items in Progress

#### Minor Curriculum Changes

*These changes will be noted for the 2022-23 AY. If these changes are urgent, notify the Registrar's Office ASAP for addition to the Spring 2022 Addendum.*

*The following minor course changes will not be discussed unless specifically requested by Council.*

## 3.1 ELECTRICAL ENGINEERING

Randy Haupt

[status: CIM 2/17]

**6 course changes:** EENG281: Introduction to Electrical Circuits, Electronics and Power  
EENG284: Digital Logic  
EENG307: Introduction to Feedback Control Systems

*Change to course offered notation within course description; previously stated only Fall and Spring, offered in Summer as well.*

EENG427: Wireless Communications

*Course is offered Spring only; Catalog entry listed Fall, Spring and Summer availability.*

EENG475: Interconnection of Renewable Energy, Integrated Power Electronics, Power Systems, and Power Quality

*Course offered on demand; Catalog entry listed Fall, Spring and Summer availability.*

## 3.2 GEOLOGY and GEOLOGICAL ENGINEERING

Bruce Trudgill

[status: CIM 2/17]

**2 course changes:** GEGN416: Field Geology

*Changes to GEGN316 reflect updates to the BS curriculum in GE agreed upon by the faculty in the Department. The faculty evaluated program objectives, the sequencing of classes, and the connections among learning outcomes in 200 and 300- level courses. The outcomes of that analysis include eliminating GEGN 206, incorporating select learning outcomes from GEGN 206 into GEGN 212, adding a new course, GEGN 217, and reducing credits for GEGN 317. The new*

*curriculum has the same number of total credits as the current curriculum.*

GEOL309: Structural Geology and Tectonics

*Changes to GEOL309 reflect updates to the BS curriculum in GE agreed upon by the faculty in the Department. The faculty evaluated program objectives, the sequencing of classes, and the connections among learning outcomes in 200 and 300- level courses. The outcomes of that analysis include eliminating GEGN 206, incorporating select learning outcomes from GEGN 206 into GEGN 212, adding a new course, GEGN 217, and reducing credits for GEGN 317. The new curriculum has the same number of total credits as the current curriculum. This proposed change, removing the GEGN 206 pre-requisite, reflects the removal of GEGN 206 from the curriculum.*

**Other Business**

McBride GPA Catalog Language

Karin Murray

**MOTION:** To approve Catalog language change in the McBride GPA section by McClelland, seconded by Nilsen. No abstentions. **APPROVED.**

Academic Policy Subcommittees:

Student Workload Guidance

Mike Nicholas

Nicholas presents the proposal to refine the language of the current Final Examination and Review Week/Day policies page. The page still makes mention of Dead Day and Dead Week, but additional changes have been proposed regarding material suggestions to make review and finals week a better experience for Faculty and students.

Nicholas provides a comprehensive list of academic activities that would be disallowed under the Final Examinations and Review Week policy including: scheduling in-class examinations other than a laboratory exam during Review week, scheduling final exam make-up during Review Week, assigning take-home finals due during Review Week, assignment of final exam or project that is due beyond the last day of finals week or simultaneously with a final paper, and scheduling make-up exams prior to 7 AM or 10 PM. A suggestion is made by the subcommittee is to avoid assignment of two major assessments during finals week with a definition of major assessments being more than 15% of the overall course grade.

The subcommittee makes a proposal for students with six or more hours of testing on the same day to have the ability to request a make-up exam or delayed start time of the later exam to allow two hours between tests.

Additional language has been proposed for students to have the capability of bringing forth policy violations to department heads as well as policy exception requests for Faculty to submit to the appropriate department head.

Comments are made on weighted projects, assignments, and quizzes and what occurs when de-weighting exams or assignments mid-semester. Consideration should be made in emphasizing that quizzes are low-stakes assessments.

Discussion continues with online courses, abbreviated schedules, and off-semester courses. This

document will also be shared with Graduate Council for consideration, feedback, and comments. The Catalog page outlining Final Examination and Review Week/Day policies is within the Procedures Manual.

*Consistency in Grading*

Chuck Stone

Stone outlines the next major step of the committee being a request for student input on grading policies.

*Course Approval Processing*

Jeff King

No updates.

**Adjourn**

Jeff King

Meeting adjourned at 4:49 pm.

Next Meeting: March 24, 4:00 – 5:00 pm, via Zoom.