

Colorado School of Mines – FACULTY SENATE MEETING MINUTES
 January 25, 2:00 – 4:00 pm, via Zoom

Attendees:

Voting Members: 15 total (8 needed for quorum). Quorum was present

P	Sebnem Duzgun (Chair)	P	Ventzi Karaivanov (ME)	P	Linda Figueroa (CEE/MN)	P	Joseph Horan (HASS)
P	Jeff King (MME)	P	Yvette Kuiper (GE)	A	John McCray (CEE)	P	Cynthia Norrgran (CBE)
P	Bettina Voelker (CH)	P	Lawrence Wiencke (PH)	P	Pat Kohl (PH)	P	Brandon Dugan (GP)
P	Sid Saleh (EB)	P	Deb Carney (AMS)	P	Soutir Bandyopadhyay (AMS)		

Other Regular Attendees and Guests

P	Tracy Gardner (Trustee)	P	Rick Holz (AA)	P	Paul Myskiw (RO)	P	Colin Terry (Student Life)
P	Sam Spiegel (Trefny)	P	Ethan Lewellin (USG)	P	Maxwell Silver (GSG)	P	Mara Green (AA)
P	Vibhuti Dave (UGS)	A	Tim Barbari (OGS)	A	Lori Kester (EM)	P	Brianna Buljung (Library)
P	Karla Perez-Velez (CASA)	P	Deb Jordan (Trefny)	A	Kendra Stansbury (RO)		

Special Guest(s): Melanie Ulrich (Director of HR), Christine Homer (Chief Human Resources Officer)

Welcome

Sebnem Duzgun

Duzgun welcomed two new Senators to Faculty Senate: Ventzi Karaivanov (ME) and Brandon Dugan (GP).

Academic Affairs

Rick Holz

As of 1/24 there is a total of 132 active cases of COVID-19. Thirty-eight cases are isolating in residence halls. Mines’ numbers are trending with what has been seen in Jefferson County. Deans reached out to all department heads to see how faculty are doing regarding teaching in-person. Some in-person events have been halted for the remainder of January with expectation to return in February and March.

Silver noted complaints received from graduate students regarding missed class accommodations and increased TA workloads; specific details will be provided to Academic Affairs. Representatives reported cases of graduate students not receiving appropriate accommodations for missed learning material, particularly in in-person labs, which resulted in negative impact to student grades. Representatives reported on cases of increased workload for TAs to accommodate other students exposed to COVID-19; TAs requested support. Example model provided from Mechanical Engineering: temporary undergraduate hires for increased workloads.

Faculty Suggestion Box

Joe Horan

Faculty and Childcare, FDRs

Horan provided report from comments in the Faculty Senate suggestion box. Faculty commented on ongoing difficulties with childcare due to increase in closures due to the Omicron variant and decreased staffing at childcare facilities; faculty asked about support from the administration to department heads on how to handle upcoming evaluations and FDRs with these cases in mind. Holz had been told that department heads have reported handling these reports on a case-by-case basis. Holz noted FDRs are more complex; department heads will look at what faculty have accomplished. There had not been a recorded dip in external grant funding; teaching evaluations appeared strong. Those highly impacted are

asked to communicate with department heads to have a note on their FDR. Senator noted accommodations in FDRs and other evaluations would assist in managing faculty concerns.

Masks

Faculty gave feedback on the President's message on masks for the Spring semester; faculty noted that the CDC recommended masks were not addressed in the communication. Holz would return this feedback to the communications group; noted that Mines is focused on overall mask usage on campus. KN95s are more expensive and could generate unnecessary financial burden; KN95s have been ordered for departments but are on backorder and may not be received until mid to late February.

Senator suggested mask etiquette in the next communication; some students reported wearing masks incorrectly and not everywhere indoors. Holz reminded faculty that masks are to be always worn indoors unless in individual offices.

Faculty have been unclear on wearing masks while teaching and students wearing masks after hours.

Registrar's Office

Paul Myskiw

Myskiw reported spring enrollment is strong; reminded faculty Census Day is 1/26 and is the last day to add and/or drop classes.

Question raised on waitlists and cutting waitlists early in the semester, the decision to do so causes administrative burden and issues in scheduling; consensus on the late add date of eleven days into the semester causing disruption. Until a year ago, waitlists were purged four days before the semester. There was consideration to keep the waitlist until Census Day, compromise was purging the waitlist a week into the semester. Purging the waitlist while students may still add courses causes influx of registration action forms.

Question on the expected admissions numbers for Fall 2022; the target is 1,325 plus or minus thirty to fifty students, this number does not include transfer students. Generally, Mines brings in 150 transfers for the Fall semester. Myskiw reported the number of transfers students in Fall 2021 was fewer due to the larger freshman class. Transfer students' spots are reserved for students that have completed all or most of the core. The new 2+2 agreement provides clearer guidance for community college students on what is needed prior to transferring. Myskiw noted freshman are entering Mines with more credits and higher-level credits in core courses, increasing the burden on other courses in the curriculum. Fall 2021's admissions landed under 1,400 students. Senator noted faculty and student concerns on classroom allocations and class sizes.

Question on where the target admissions number comes from; Holz and the executive team base target numbers on a variety of factors including Mines' capacity to support students and budget concerns. Sixty-percent of Mines' budget comes from undergraduate student tuition with a split between residential and non-resident students. Mines' assesses the capacity to support these students through labs and classroom space. Expectation to keep the admissions number static for around five years to provide the institution time to develop more space on campus, address class size issues, and address hiring additional faculty.

Question on application numbers pre-COVID, in Fall 2021, and this year; Myskiw reported the yield rate of applicants that are accepted and deposited has remained consistent. Holz noted at the end of

December 2021, Mines was 1,000 students short of usual applications. Holz provided \$100,000 to Admissions to buy additional student names; applications were particularly low from students in Texas. As of now, this has been resolved.

Question on consideration of increasing undergraduate enrollment following five years of static student acceptance; Holz stated this may be a possibility, Mines is tuition-driven. Options for institutions in higher education include: raising tuition and maintaining a static number of student admissions and increasing the number of student admissions and maintaining a static tuition. There are trade-offs for both options and balance is needed.

Approval of Minutes – January 11, 2022

Sebnem Duzgun

MOTION: To approve the Faculty Senate minutes of January 11, 2022 by Kuiper, seconded by Horan. **APPROVED.**

Committee Updates

DI&A Ad Hoc Committee Charge

Joe Horan

Changes and suggestions made by Figueroa and Carney to the preface and providing clearer language on what the committee's deliverables are. The committee is recommended to provide deliverables to Faculty Senate by the end of the Spring 2022 semester.

MOTION: To approve the new charge and formation of the DI&A Ad Hoc committee by Horan, seconded by Kuiper. Motion passed unanimously. 11 for, 2 abstentions. **APPROVED.**

Leave for Academic Faculty

Melanie Ulrich

Ulrich reviewed the Healthy Families & Workplace Act (HFWA), earned leave at Colorado School of Mines, the Family Medical Leave Act, and how to request leave.

HFWA requires employers to provide sick leave for their employees with the base minimum being forty-eight hours per year for full-time employees; eighty hours of supplemental leave for full-time employees is required during a Public Health Emergency. Public Health Emergency Leave (PHEL) does not renew each year and is a one time grant that can be used incrementally. PHEL is to be used prior to sick leave, and is prorated for part-time employees.

Full time academic faculty accrue ten hours per month with a maximum annual carryover of 720 hours, additional information on leave can be found in section 5.4 of the Faculty Handbook ([click here](#)). This time can be used to cover time off for self or family. Documentation may be required if faculty are absent for more than four workdays.

Academic faculty qualify for family medical leave (FML) after one year of service and have worked 1,250 hours in a 12-month timeframe. This is 520 hours of paid or unpaid leave that can be used in coordination with any sick or available paid leave; it can be intermittent or continuous. This includes job protection for time away from work for birth or adoption, health conditions of self or family, and/or military care.

The leave usage process begins with notifying the department head of need to use any leave. For FML, contact Human Resources. For all other leave reasons or COVID-19 absence, record absence in the leave

tracking system (V/S Leave) in Trailhead. The appropriate code is to be used to define the type of leave being used, for COVID-19 related absences use Pandemic Supplemental Leave (up to eighty hours). Ulrich's presentation, with live links, can be accessed on the Faculty Senate website ([click here](#)). Ulrich suggested requesting permission to take leave, taking the necessary leave, and filling out the Trailhead V/S Leave calendar.

Senator noted faculty schedules do not fit traditional 9-5 times and asked regarding a policy on how to define these hours or how it is monitored, Senator provided an example of parental leave being thirteen weeks; Holz stated that the faculty member is worked with alongside the department head. The faculty member may receive the whole semester off teaching and when able to return following thirteen weeks may be assigned alternate duties such as administrative, committee, or course development work.

Senator requested clarification on taking leave meaning work is not being done; Ulrich stated that if FML is taken the guidance of the physician will be followed, if the physician has stated no work can be done during a specific time the institution will follow outlined requirements.

Senator requested clarification on recording leave during medical appointments that do not fall within a scheduled class time; Ulrich noted faculty could flex this time due to working during various times. Sick leave is to be recorded if work is impacted. Question asked regarding COVID-related absences once Pandemic Supplemental Leave has been used; Ulrich stated if all eighty hours have been used regular sick leave can be selected for COVID-related absences.

Shared Governance and Faculty Engagement

Sebnem Duzgun

Duzgun discussed ongoing effects of COVID-19 on faculty morale and engagement. Senators discussed the role of online meetings and decreased engagement, and considered beginning in-person socials and eventually in-person Senate meetings.

Duzgun discussed a method of increasing Senator engagement in facilitating an unofficial Senate mentorship program with Senate executive committee members and past Senators. Senators are encouraged to bring questions, comments, and concerns regarding shared governance and how to better engage in university and Senate committees. Senators are expected to lead and be representatives in several university-wide committees and provide reports at Faculty Senate meetings. The mentorship program would provide an opportunity to brainstorm on advancement of shared governance and assisting in faculty engagement.

Duzgun provided a few research pieces, articles, and commentary on COVID-19 related decreases in faculty engagement throughout the United States. Non-tenure track faculty have increased hurdles during COVID-recovery periods. Comment made on the state of Senate now and pre-COVID, there had been significant engagement but an increase in virtual meetings appeared to cause a cut in overall participation. Senator noted the additional load of working with new health issues that were not present in previous years.

Senator suggested presenting Faculty Senate's role in new faculty onboarding and orientations to share the importance of shared governance, some faculty unaware of shared governance and its relation to faculty roles. A brief segment during onboarding would provide an overview of Faculty Senate, the roles of Undergraduate and Graduate Council, and the importance of these groups in curriculum management. Five departments are not represented on Senate; Senate can ask these departments to

send a non-voting representative to join Senate activities and meetings and contribute to committees and discussions. Question raised on having a Senator from every department; Senators are representatives of the faculty, not necessarily departments. Senator requested suggestions on providing Senate reports to departments; Senators suggested a brief section during departmental meetings for Senate reports.

Undergraduate Council

Jeff King

Approved Undergraduate Council course changes and new courses are located at the bottom of these minutes.

1.1 PETROLEUM ENGINEERING

[CIM 10/20; UGC 1/12]

1 program change: BS-PTE: BS in Petroleum Engineering
Move free elective (3cr) from Fall Junior to Fall Senior. Move HASS200 (3cr) from Spring Sophomore to Fall Junior. Move PEGN282 (1cr) from Spring Junior to Spring Sophomore. Move PEGN382 (1cr) from Fall Senior to Fall Junior. Move PEGN482 (1cr) from Spring Senior to Spring Junior.

The changes will allow students entering the PE department in spring of Sophomore year to begin the Professional Skills series. It will also allow transfer students to the PE Department to begin adding earlier the Professional Skills courses to their schedules. By moving the series earlier in the program, students will complete the series prior to Senior year, when implementation of professional skills such as technical writing, Capstone design teamwork, team writing, oral communication skills such as presentations and interviews, cover letters, resume writing are required.

MOTION: To approve the program change in Petroleum Engineering to BS-PTE: BS in Petroleum Engineering by King, seconded by Dugan. Motion tabled.

Senator spoke in opposition of the change due to the number of students pushing HASS requirements to later semesters creating a pedagogical gap between courses. Petroleum Engineering brought the change to HASS in which opposition was expressed. Undergraduate Council minutes from 1/12 were reviewed; concerns made by Councilors on moving HASS200 later in the flowchart. The flowchart is a suggestion, Senator noted that this may encourage students to wait longer prior to taking HASS requirements. Myskiw reported the enrollment for HASS200 with a total of 251 juniors and seniors, 185 sophomores, and twenty-five freshman. The Registrar's Office encountered students each year unable to graduate due to incomplete HASS requirements.

Question on the process of making this change and if the change will go through Council review; Senate can overrule or provide changes to a Council decision. Myskiw noted the Registrar's Office has begun active search for students that have not completed their core requirements and are notifying students as earlier as sophomore year.

1.2 PHYSICS

[CIM 10/20; UGC 1/12]

1 new program: MIN-PH: Minor in Physics

Tabled.

2.1 *Catalog Change – 400-level courses and graduate student transcripts*
Approved by Graduate Council, 1/19.

Tabled.

2.2 **PHYSICS**

[CIM 12/8; Provost 12/9; UGC 12/19]

1 new program: CRTG-OPTICS: Optics for Engineering

Optics for Engineering is an interdisciplinary program that seeks to equip students for careers in industries that make use of optics, imaging and lasers. It encompasses a wide range of disciplines that include physics, materials science, computer science, electrical and mechanical engineering, chemistry and mathematics, and is necessarily a collaborative effort among many Mines departments. The “Optics for Engineering” graduate certificate program is aimed at providing students with a range of technical backgrounds the tools they need to succeed in today’s optics-related industries. Optics and lasers are key enabling technologies in many industries, including some recent applications like automotive lidar, advanced manufacturing and quantum computing. At the same time, the design of optical systems requires input from many disciplines: electrical and mechanical engineering, computer programming, materials and chemistry. It is therefore critical for students trained in those areas to learn how their background can be applied to the engineering of optical, imaging or laser systems.

Senator noted the Curriculum Inventory Management (CIM) system entry described the program as interdisciplinary with an electives list displaying courses from various departments. The core requirements for the graduate certificate are within the home department, physics. Senators discussed the use of interdisciplinary in the submission. Senate requested an updated submission for clarification.

The program was approved through an online ballot, 1/31. Passed unanimously.

2.3 **CHEMICAL & BIOLOGICAL ENGINEERING**

[CIM 11/19; GC 1/19]

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

Tabled.

2.4 **GEOLOGY & GEOLOGICAL ENGINEERING**

[CIM 11/18; GC 1/19]

1 program change: MPMEMSPHD-GE: MP, ME, MS & PhD – Geology & Geological Engineering

Tabled.

2.5 **HUMANITIES, ARTS, AND SOCIAL SCIENCES**

[CIM 11/29; GC 1/19]

1 program change: MS-NREP: Natural Resources & Energy Policy

Tabled.

Adjourn

Meeting adjourned: 4:13 pm.

Sebnem Duzgun

Next meeting: February 8, 2:00-4:00 pm via Zoom.

Undergraduate Council Approved New Courses

CEEN426: Durability of Concrete
EBGN496: Payne Scholars Program