

Colorado School of Mines – UNDERGRADUATE COUNCIL MEETING MINUTES
September 13, 4:00 – 5:00 pm, via Zoom

Attendees:

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

P	Ventzi Karaivanov (chair)	P	Andrew Pederson (EB)	P	Mike Nicholas (AMS)	P	Chuck Stone (PH)
P	Michael Barankin (CBE)	A	Cortney Holles (HASS)	P	Gerald Bourne (MME)	P	Rennie Kaunda (MN)
	Dylan Domaille (CH)	P	Ge Jin (GP)		Rob Thompson (CS)	P	Kevin Cannon for Mathias Burisch Hassel (GE)
P	Parisa Bazazi for Linda Battalora (PE)	P	Hongyan Liu (CEE)	P	Jeff Wheeler (ME)	P	Mark Bowen (USG)
P	Chelsea Salinas (EDS)	P	Brianna Buljung (LB)	P	Hisham Sager (EE)		

Other Regular Attendees and Guests

P	Sam Spiegel (Mines Online)	P	Dixie Cirillo (PA)	A	Nichole Bigley (AA)	P	Paul Myskiw (RO)
A	Karla Perez-Velez (CASA)	P	Vibhuti Dave (UGS)	P	Deb Jordan (Trefny Center)	A	Kendra Stansbury (RO)
P	Katie Ludwin (CASA)	P	Danielle Boileau (CASA)	A	Cheryl Medford (GE)	P	D. Scott Heath (RO)
		P	Colin Terry (SL)				

Special Guest(s):

Pat Kohl (PH), Jeff Ackerman (ME),

Welcome

Ventzi Karaivanov

Introductions & bylaws review (bylaws can be found on Canvas)

Deadlines for course and program changes

Changes must be made in CIM before 12/6/2023 this semester to make changes in the fall catalog next year. Any changes submitted through CIM is introduced at the next UG Council meeting and then presented to Faculty Senate before approval is requested. (See detailed list of deadlines in Canvas) This entire process takes about 6 weeks from start to finish. All changes to the Spring 2024 catalog need to be into CIM by 9/20/2023 to be approved by November 8, 2023.

Executive/steering committee call for volunteers

This committee is to review proposed course changes and assist the chair in selecting minor course changes for a common introduction and vote. This committee is looking for three volunteers. If you are interested in volunteering for this committee, please contact Ventzi after the meeting.

Briefings and Information Items I

Registrar's Office

Paul Myskiw

The reason we have the deadline structure in place is because it drives the production of the catalog which needs to be available by May 2. When Mara left in the spring, the catalog was published late due to late changes that came in. This delays our ability to take the 23-24 catalog and put it into the correct format.

Update to Mara's position. There were 55 applicants that were reviewed and there will be 6 that we will initially interview.

- **Question:** We were instructed to give our students a free day during career day which was passed through the calendar committee. How is that in the purview of the calendar committee without any oversight from the UGC as it affects instruction. The changes to faculty were “no assessment” and not “no instruction” during career day. This was taken to the calendar committee, and it was decided there were not enough days of instruction in order to allow 2 instruction free days in the fall and the spring. Vibhuti and Paul were tasked with updating and clarifying the language and what the intention was. This was ultimately approved by Provost Holz.
- **Question:** It is understandable that upper classman should be given the no assessment day, but why can't we offer exams/quizzes to freshman and even sophomore students that don't need to attend career days? Provost Holz shared in Faculty senate that we are seeing more and more employers requesting the first- and second-year students to complete internships at the company which will lead to a job offer after graduation. This is what makes us distinct in the market and in job placement. There isn't anything in the policy about who should attend, and the intention was to allow students to attend without the additional pressure of missing something important (like a quiz or exam). This can be up for discussion if needed.

Until CIM is up and running changes should be submitted outside of the system. Hopefully, CIM will be up and running soon.

New Policy Items

Dean of Undergraduate Studies

Vibhuti Dave

Proposed changes to absence policy

The four-year plans that are published in the catalog for 23-24 have footnotes because the EBG321 change came in late last year. If the principles of Econ course are in the first or second year, there is a note that you do need 60 credits to take this course. So, some programs will need to update their 4-year plan to accommodate EBG321 requirement.

(Handout is shared in Canvas) It was time to revisit the Absenteeism Policy which is in the catalog under “Academic Regulations”. There was clarification needed around when should faculty give make-up work to students versus when is it ok to drop a student's grade for an excused absence. Because the policy was being changed anyway, we ended up re-writing the entire policy. Please share with all of your colleagues so they can read through the new policy and give any feedback.

It is intended to let students know that they are expected to participate and fulfill their academic requirements and attendance is something that is a normal expectation. The absences are organized into five different categories:

1. Physical and mental well-being
2. Documented and policy-supported personal reasons.
3. School authorized activities
4. Athletic commitments
5. Confidential and time-sensitive circumstances (administrative only)

It is important that we discourage students from abusing the policy so if it is found that their absence has become habitual it could be investigated.

Since covid, the changes to documentation from clinics and doctors has changed drastically so we have created a form accessible to students to submit to their instructor to let them know of short-term illness (1-3 days).

If Makeup work is required, it can be an identical or alternative activity that is comparable where a removed grade is used is the faculty determine that the activity cannot be made up. See additional language for this in the written policy.

- **Questions:** Is this potentially problematic if there is one activity that covers an entire learning outcome for a course and the student is excused from that assignment, we are not able to say that they have completed the requirements of that course. This was meant for out of the ordinary activities that are not able to be replicated (like a field trip). This is not meant for assignments that are easily replicable.

The new policy will be voted on by faculty senate on 10/24/23 with an implementation timeline to go live in Spring 2024 and a catalog publication in AY24-25.

- **Question:** Is there a minimum attendance requirement to pass the class? As a committee we decided that could be left to the syllabus of each class, so we did not have an across-the-board policy on that. There will be too much variance from course to course to pass a broad policy.

New Curriculum Item(s)

We will need to vote on these at our next meeting due to time constraints.

- 1.1 **Chemical and Biological Engineering** Michael Barankin
[CIM N/A]
1 Program change: BIOMEDICAL ENGINEERING MINOR
We wanted to update the BME minor with the following Engineering Elective Courses additions to the electives list:
BIOL300 - INTRODUCTION TO QUANTITATIVE BIOLOGY I
CSCI478 - INTRODUCTION TO BIOINFORMATICS
MATH472 - MATHEMATICAL AND COMPUTATIONAL NEUROSCIENCE
- 1.2 **Engineering, Design and Society** Chelsea Salinas
[CIM N/A]
1 Program change: The BS – Design Engineering Program
Removal of classes that are no longer taught and updating language.
2 Course changes: **EDNS200** - INTRODUCTION TO DESIGN ENGINEERING
Updating pre-reqs to reflect changes mentioned above
EDNS291 - DESIGN UNLEASHED
Updating pre-reqs to reflect changes in the program
- 1.3 **Physical Education and Athletics (PA)**
[CIM N/A]
1 Course Deactivation: **PAGN133** - OUTDOOR LEADERSHIP
No longer taught
3 Course changes: **PAGN298A** – Advanced Racquetball
Needs actual course number.
PAGN298B - Cheer and Dance
Needs actual course number.

PAGN251 – GOLF

Course Description: Please add “Course is taught at a local course, requires personal transportation”

1.4 Petroleum Engineering

[CIM N/A]

1 Course change: **PEGN430** - Environmental Law & Sustainability

1.5 Civil and Environmental Engineering

[CIM N/A]

1 Course change: **CEEN314** - Structural Theory
name change to: CEEN314 Structural Analysis

1.6 Physics

[CIM N/A]

1 Course Modality: **PHGN462** (online summer only) – Electromag. Waves & Optical Physics

Briefings and Information Items II

Writing Center Update

Allyce Horan

Online Technical Communication Center (OTCC) (<https://otcc.mines.edu/>) is an online resource that was created with grant money from CDHE about four years ago. This online platform is where we have a lot of resources, videos, handouts, worksheets that focus on technical writing and oral communication. The initial creation was based on requests we had in the writing center. The resources here can be used to reference, can be used as supplemental homework assignments and they can link them for feedback on assignments they are working on.

We are hoping you can spread awareness to your colleagues, and we are looking for 4 requests through a form that would only take a couple of minutes to complete and that will probably be out at the end of this month. The goal is to support our faculty so they can focus on content in the classroom. Feel free to reach out to Allyce if you have any questions.

- **Questions:** Are the new excused policy that was shared today in place or are they in progress? They are in progress and are being introduced so they can be voted on.

Adjourn

Ventzi Karaivanov

Next meeting: September 27, 4:00-5:00 pm via Zoom. Please send agenda items to Ventzi Karaivanov (vkaraiva@mines.edu) one week prior.