

COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

October 27, 2009 - 2:00pm

Hill Hall 300

ATTENDEES: Drewes, Davis, Dorgan, Eberhart, Greivel, Griffiths, Hitzman, Miller, Scales,

APOLOGIES: Martins, Sacks, Steele, Voorhees

GUESTS: Alice Jensen -Faculty Senate, Lara Medley –Registrar, Rambert Nahm - Representative, ASCSM

Eberhart, Senate President, called the meeting to order and welcomed the guests.

COMMENTS FROM GUESTS:

A. Medley reported the results from the change in the repeat policy. These included: the repeat policy has led to a large increase in administrative work, there have been more students on probation, but fewer being suspended, grade point averages have had to be calculated by hand, some students have had more than 20 'F' grades on their transcript, some students have enrolled in the same class more than five times, some students have graduated that would not have without the policy, and the policy has created much confusion for administrators, faculty, and students. Medley proposed that the grade replacement policy be repealed and that all grades count towards a student's grade point average again. Due to some senior students' expectations that the policy would remain in place for the duration of their enrollment it was proposed that the policy be repealed, but not until the fall 2011 semester.

Davis moved and Scales seconded repealing the grade replacement policy effective at the Fall 2011 semester. The **motion** passed unanimously.

APPROVAL OF MINUTES:

The minutes from the October 13, 2009 Senate meeting were approved as amended.

OLD BUSINESS:

- A. Posthumous Degree Awards -Eberhart reported that he would be meeting with Wendy Harrison to finalize the wording of the new policy. This issue will be discussed at the next Senate meeting.
- B. Subcommittee to Address Recommendations to the Faculty Handbook Committee -Eberhart reported that he had received an editable copy of the Faculty Handbook and will send it out to all Senators. Senators are requested to review the policies and begin selecting individual issues for editing.
- C. Graduation List Approval -Medley submitted an overview of the undergraduate degree awarding process ([ATTACHMENT A](#)). She was requested to submit this report each year for Senators to review. Senators were requested to review the report before approving the graduation list at the next Senate meeting. It was also decided that Tom Boyd would be requested to submit a similar report outlining the graduate degree awarding process.
- D. Change to Senate Bylaws Regarding Research Council -Drewes submitted a report detailing suggested language changes to the Senate Bylaws regarding the Research Council ([ATTACHMENT B](#)). It was reported that this version was obsolete and that the changes needed to be applied to the current version. Drewes moved and Dorgan seconded a motion to accept the language changes in the Function and Method of Operation sections

of the bylaws. The motion passed unanimously.

- E. Changes to the Readmission Process Connected with Double Fs -A report was submitted regarding the academic readmissions process ([ATTACHMENT C](#)). This issue will be discussed at the next Senate meeting.

REPORTS:

- A. President's Report -Eberhart reported that President Scoggins has asked the Senate for input and assistance in outlining the goals for the future of the university. This issue will be a main topic at the next Senate meeting.
- B. Senate Councils
 - 1. Undergraduate Council -Greivel reported that the Council had accepted the changes to the Core Curriculum. Griewel moved and Scales seconded a motion to accept the proposed changes. The motion passed unanimously.
 - 2. Graduate Council -Hitzman submitted a report regarding the reimplementaion of time-to-degree requirements ([ATTACHMENT D](#)). This issue will be further discussed at the next Senate meeting.
 - 3. Research Council -It was reported that a proposal to establish a Distinguished Lecturer Award would soon be submitted to the Senate. It was also reported that a proposal to acknowledge interdisciplinary research in faculty data reports would soon be submitted to the Senate.

NEW BUSINESS:

- A. Extending the Deadline to Withdraw from a Class - Hitzman moved and Miller seconded a motion to extend the deadline for withdrawing from a class to 12 weeks from the beginning of classes. The motion passed unanimously.
- B. Distinguishing 'F' Grades Given for Disciplinary Action -The issue was tabled until the legal ramifications could be discussed with Anne Walker.

ANNOUNCEMENTS:

- A. The next Senate meeting will take place on November 10, 2009 in Hill Hall room 300.

The meeting adjourned at 3:40 pm.

Attachment A

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OVERVIEW OF THE UNDERGRADUATE DEGREE AWARDING PROCESS

Registrar's Office Processes

At the end of the junior year/beginning of the senior year:

Application to graduate:

The student completes an application to graduate. The form is available online at the Registrar's website and on paper at the Registrar's Office. The form is also sent to those students who have completed enough hours to be a senior but have not yet filled out the application in a reminder e-mail. The student can print this form, fill it out, and deliver it to the office. We also accept the document scanned and e-mailed to us.

Hold process:

If the student who has achieved senior status does not complete the application, a Banner process is run to place a hold on the student's account. An email is sent to the student telling him that he has a hold and an electronic application to graduate is attached to the email for the student's convenience.

This process was put into place to identify and help those students who were not applying to graduate in a timely fashion. Some students were not applying until it was too late to change registration in their last two or even very last term. Using the holds, we have avoided the difficulty and hardship created when students walked in at the last minute to tell us that he wants to graduate the current term.

Office processing:

Application to graduate materials, forms in the academic file, and coding in the system are verified for accuracy. The application is entered in the Banner student record. Courses are applied to program requirements in the computerized degree audit. Finally, the student is contacted if any forms are outstanding. This step is normally completed within a week from the time the application is turned in to the Registrar's Office.

The Assistant Registrar uses Trailhead to access the computerized degree audit. She checks that all data is applied correctly in the online degree audit. Final modifications are made, and a new degree audit is run and printed for the student's file. The deficiencies are noted. This step is normally complete within two weeks from the time the application is turned in. However, it can take up to four weeks during peak periods such as the beginning or end of a term, or early registration week.

The Assistant Registrar sends the official graduation audit in the form of an email to the student at his official Mines account. This official audit includes the expected graduation date, major, minors, ASI's, g.p.a. information (overall and major), current registration required for graduation, any course work currently registered but not required for graduation, and outstanding deficiencies. This email also includes information about how to use the degree audit. The text includes a note informing the student that all discrepancies must be cleared along with contact information for the Assistant Registrar.

Should a student want to discuss the audit, the student can make an appointment with the Assistant Registrar to discuss the audit in detail. Should the student have additional questions, the student may make an appointment with the Registrar.

During the term of graduation:

- A list of potential graduates is pulled from reporting system (Discoverer)
- These files are pulled and reviewed again to apply any courses completed since the last degree audit.
- An excel spreadsheet is created listing final registration and any outstanding items along with possible solutions to outstanding items. Any students who need additional coursework and are not registered by census are removed from the list.
- The Registrar's Office sends the Dean of Students a copy of the graduation list for purposes of notifying students of Graduation Salute, setting up seating, walking order, and preparing the speaking list.
- Students are sent individual emails listing final coursework and outstanding items. Any student with outstanding items will not be signed off for graduation checkout until the outstanding items have been satisfied. Checkout normally occurs at Graduation Salute.
- Each department is sent a list of their students expected to graduate. The departments must decide by Graduation Salute if the list is acceptable. Anyone who should be removed from the list must be removed before salute. Departments are given about two weeks to review their lists. Once reviewed, the DH/DD signs off with his or her approval of the list.
- Graduation Salute is two day event where most student service departments are available in the Student Center ballrooms to speak with students graduating in that term. Each department signs off on student checkout cards. It is at this time that the student pays the graduation fee to the Accounts Receivables Office. Any student who does not successfully obtain all signatures may not graduate.
- The day after Salute the graduation list is sent to President of Faculty Senate for review and approval. The President is provided the deadline date that the list must be forwarded for Board of Trustees approval.
- A list of student names is sent to the diploma company to make commencement covers with names printed on the front.
- A copy of the graduation list is provided to Public Relations to put together the commencement program. This list will be verified several times for accuracy before the final product goes to the printer.
- A commencement update meeting is held to verify all parties involved in commencement are well underway with preparations. This includes areas such as Facilities Management,

Public Safety, the Master of Ceremonies, Registrar's Office and Office of Graduate Studies to ensure no detail concerning the ceremony itself is missed.

During the week of graduation

- The graduation list with Faculty Senate approval is forwarded to the Board of Trustees for approval.
- Commencement certificates/inserts are printed with each student's name and major.
- Walking, speaking, seating order, and graduation check-in lists are verified several times for accuracy and completeness.
- Diploma covers are checked, put in walking order, and certificates inserted. The covers are placed into the silver undergraduate boxes for transport to the stage.

On the day of graduation

- Covers are picked up by Facilities Management and escorted to the graduation stage.
- Students check in, pick up hats, programs, and extra tickets at Green Center.
- After check-in time deadline has passed, any students who have not shown up for the ceremony are noted and verified in the large group by Bruce Goetz. Any students who do not show for the ceremony are removed from the following lists:
 - Master of Ceremonies (Bruce)
 - Ushers (Heather, Andrea, Joanne)
 - Speaker (Dan)
- Diploma covers for these students are pulled from the silver boxes on the stage.

After Graduation (Degree Posting)

- Once grades are finalized each potential graduate's file is reviewed to ensure all graduation requirements are met. If all requirements are met the degree is awarded.
- If not all requirements are met the student is contacted about outstanding items with a deadline to complete the outstanding items. If this deadline is not met the student's graduation date is moved to the next available date, or the student's record is made inactive for graduation purposes.
- Once the deadline to complete outstanding items has passed a list of graduates is pulled and sent to the diploma company.
- The list of graduates is also sent to the National Student Clearinghouse for Federal reporting.
- Once diplomas are received from the vendor (about 3 to 4 months), each is verified and mailed to the graduate.

ATTACHMENT B

Current Version of the Faculty Bylaws (8/09)

Research Council

MEMBERSHIP: The Vice President for Research and Technology Transfer as chair, a Senator appointed by the Senate for a one-year term, and a representative from each of the following departments, divisions or programs:

Chemical Engineering and Petroleum Refining*, Chemistry and Geochemistry, Economics and Business, Engineering, Environmental Science and Engineering, Geochemistry, Geology and Geological Engineering*, Geophysics, Liberal Arts and International Studies*, Library, Mathematical and Computer Sciences*, Materials Science, Metallurgical and Materials Engineering*, Mining Engineering*, Petroleum Engineering, and Physics. The Director of Environmental Health and Safety and representatives from the Computing Center, Office of Research Services and Office of Research Development are included as nonvoting members. All representatives shall be elected by the respective departments, divisions or programs and shall serve two-year terms.

Those departments marked with an (*) shall elect their representatives in the spring of even-numbered years; the others shall elect in the spring of odd-numbered years. Elections are to be during the spring semester with terms of service to begin the following August.

FUNCTION: To make recommendations to the Senate regarding scholarly research and related issues.

METHOD OF OPERATION: The Council shall meet at least once each month during the regular academic year and at other times as needed. The Council shall consider issues suggested by its membership, the Administration or the Senate; the chair shall establish agendas based on these suggestions.

The senate representative will communicate recommendations of the research council to the senate for approval by the senate. The senate president will communicate final recommendations to the Vice President for Research and Technology Transfer and other parties as appropriate.

Suggested changes of the Faculty Bylaws (10/09)

Research Council

MEMBERSHIP: A Senator appointed by the Senate for a renewable one-year term as chair, the Vice President for Research and Technology Transfer, and a representative from each of the following departments, divisions or programs: Chemical Engineering, Chemistry and Geochemistry, Economics and Business, Engineering, Environmental Science and Engineering, Geochemistry, Geology and Geological Engineering*, Geophysics, Liberal Arts and International Studies*, Library, Mathematical and Computer Sciences*, Materials Science, Metallurgical and Materials Engineering*, Mining Engineering*, Petroleum Engineering, and Physics. The Director of Environmental Health and Safety and representatives from the Computing Center, Office of Research Administration are included as nonvoting members. All representatives shall be elected by the respective departments, divisions or programs and shall serve two-year terms.

Those departments marked with an (*) shall elect their representatives in the spring of even-numbered years; the others shall elect in the spring of odd-numbered years. Elections are to be during the spring semester with terms of service to begin the following August.

FUNCTION: To make recommendations to the Senate on matters including but not limited to scholarly research and related issues; research policies and procedures; incentives for faculty to pursue major institutional research initiatives; research implications in faculty hiring; periodic assessments of the research enterprise; rewards to incentivize research; policies and procedures for invention disclosures, patents, licenses and other forms of technology transfer; the Research Funds Management Plan; and, the Research Strategic Plan administered by the Vice President for Research and Technology Transfer. While acting on behalf of the Senate, Research Council representing the faculty offers an equal, collaborative complement to the Administration's Research Management Cabinet (RMC) established by CSM's President. The chair of Research Council will serve as a voting member of the RMC.

METHOD OF OPERATION: The Council shall meet at least once each month during the regular academic year and at other times as needed. The Council shall consider issues suggested by its membership, the Administration or the Senate; the chair shall establish agendas based on these suggestions.

Immediately following each meeting, the Senate representative will notify the Vice-President for Research and Technology Transfer of recommendations of the Research Council and will communicate them to the Senate for approval. The Senate President will communicate final action on those recommendations to the Vice President for Research and Technology Transfer and other parties as appropriate.

ATTACHMENT C

TO: Faculty Senate

FROM: Wendy Harrison, Heather Boyd, Derek Morgan, Gus Greivel, Lara Medley, Dahl Grayckowski

DATE: October 5, 2009

RE: Academic Re-Admission Process –Report of an ad-hoc committee

Academic Affairs and Student Life have been working together to evaluate our procedures for hearing requests for re-admission to CSM for students on academic suspension.

The normal process for considering these requests is as follows:

Students are notified of academic suspension and of academic records showing two occurrence of a failing grade for a course (double F) at the end of the Fall semester and at the end of the Spring semester by the office of the Associate Dean of Students. Students are asked to contact this office to set an appointment with the Readmissions Committee, a standing committee of the Faculty Senate, staffed by 10 members of the academic faculty. This committee meets on Dead Day in December and in May, and also meets before the Fall and Spring semesters start in August and in January. The committee acts on applications for readmission and appeals of suspension from students and the committee's decision is final, although an appeal process is defined.

Some of the difficulties encountered for Student Life and Academic Faculty in managing the readmissions process include the following:

1. A large number of students with special double F holds are required to see the readmissions Committee before the holds on registration are released. The intent of this advising session is to enable students to be successful in their subsequent attempt to pass the course.

We propose that students receiving a second grade of F in a course should have registration holds placed on their accounts and that these holds will be lifted by the academic advisor after the student has discussed his/her issues with the advisor

We propose that students receiving a third grade of F in a course should be required to meet the Readmissions Committee.

2. The policy of excluding grades of F from the student's GPA calculation once the failed course(s) have been passed creates situations that result in very large changes to GPA in a single semester. Students are less concerned about the serious nature of being on academic suspension.

We propose that the Faculty Senate consider making adjustments to this policy. Academic Affairs will provide supporting documents to the Senate later in the Fall 09 semester.

3. The process of scheduling and conducting interviews for students in the first couple of days of the new semester is time-consuming.

Student Life will no longer schedule individual interviews for students by mail/email/phone. Students will report to the Associate Dean of Student's Office on the days that the committee is seated and will be given appointments on a "first-come, first-served" basis.

Interviews will be allotted 30 minutes instead of 20 minutes as experience shows that complex advising problems take longer to resolve.

The overall workload of the committee will be reduced by nearly 50% if the second F students are advised within their home departments.

Students who are placed on suspension will be automatically required to take one semester off. During this leave period they will be able to make an appointment to see the Readmissions Committee at times outside the two day window at the beginning of each semester. Such a policy would spread the work out over a longer period, but would also give cause for the students to reconsider their goals and attitudes to academic work. (needs discussion – may impact students on visas).

4. The Readmissions Committee often has incomplete information about any particular student.

Although the final resolution to this problem resides in creating electronic records, a future goal of the Registrar's Office, improvements will be made by improved coordination between Student Life and the Registrar.

Require students to meet with other offices prior to Readmissions Committee:

Financial Aid to determine if Financial Aid or lack there will impact the student's return?

Cashier to make sure they don't owe money?

Admissions/Academic Advisor to discuss transfer credit if attending another institution prior to return

For background, Derek Morgan, Associate Dean of Students, has provided the following summary:

End of Spring 2009 Semester Statistics: 186 students were notified of academic performance deficiencies:

- 87 Received Probation letters
- 55 Received FF letters
- 4 Received Freshmen/Transfer Suspension letters
- 35 Received Suspension letters (20 first suspensions; 15 second suspensions)
- 5 Received 3rd suspension/Dismissal letters
- 86 Meetings with the Re-Admissions Committee in August 2009
 - 3 Dismissal Appeals
 - 29 Suspension Appeals
 - 16 FF/Probation Meetings
 - 38 FF Meetings

From the Faculty Senate Byelaws:

Readmissions Committee

FUNCTION: (1) To act for the Academic Faculty on applications for readmission from students who have been suspended for scholastic reasons; (2) consider appeals from students who have been suspended or dismissed for scholastic reasons; and (3) consider cases involving scholastic standing referred to it by the Dean of Students.

METHOD OF OPERATION:

The committee shall have four regularly scheduled meetings each year: one in the fall prior to the start of the first semester, one in the fall prior to the close of the first semester, one in the winter prior to the start of the second semester and one in the spring prior to the close of the second semester. Special meetings may be called at other times by the chairs of the respective subcommittees.

The committee shall be furnished complete academic records by the Registrar's Office of all students considered by it and may also call upon the Vice President for Student Life and Dean of Students or any faculty member for information concerning any student.

The committee does not pass on readmission of students suspended or dismissed for reasons other than academic.

The committee shall consist of three subcommittees. Four members of the committee shall be one subcommittee which shall act on applications for readmission and appeals of suspension from students who are classified as juniors or seniors. Four members shall be a second subcommittee which shall act on applications and appeals from students who are classified as freshmen or sophomores. The third subcommittee shall consist of two members who shall advise students who are placed on double-F special hold. Readmission of a student shall require an affirmative vote of a majority of the members of the subcommittee hearing the case.

The chair of each subcommittee will be selected by its members.

The decision of the Readmissions Committee is final. Only in exceptional cases where the student presents to the Vice President for Student Life and Dean of Students carefully articulated written evidence that the Readmissions Committee has acted improperly will an appeal be considered. Any such appeal will be heard by the Vice President for Academic Affairs and Dean of Faculty. The Vice President for Academic Affairs and Dean of Faculty will consult with the Readmissions Committee before reaching the final decision.

MEMBERSHIP: Ten members of the Academic Faculty, one of whom must be a Senator, shall be appointed by the Senate to serve four-year terms. Two (three in odd years) members shall be appointed each year, and these members shall be selected from among those of the faculty having a minimum of two years of service with the School.

ATTACHMENT D

TO: Graduate Council

DATE: 27 August, 2009

CC:

SUBJ: Reimplementation of time-to-degree requirement

ENCL:

During the 1998/1999 academic year, Mines eliminated all time-to-degree requirements. As this was done in conjunction with the implementation of enhanced mechanisms for advisors, thesis committees and departments/divisions to trigger academic dismissal through lack of progress-to-degree indicators, the time-to-degree requirement was eliminated as a redundancy and an unnecessary institutional requirement.

While not an overwhelming problem, there have been several persistent cases in which the advisor/committee/department have been unwilling/unable to deliver meaningful progress-to-degree indicators. In each of these cases, the Office of Graduate Studies has had only limited ability to affect closure (i.e., either graduation or degree termination).

As such, I would like to request that Council consider reimplementing a time-to-degree requirement that could be enforced institutionally enforced by the Office of Graduate Studies.

Proposal

The following additions would be made to the Graduate Bulletin.

To the MS-Thesis Degree requirement description (page 41 after first paragraph)

4. Time Limitations

A candidate for a thesis-based Masters degree must complete all requirements for the degree within five years of the date of admission into degree program. Time spent on approved leaves of absence is included in the five-year time limit. Candidates not meeting the time limitation will be notified and withdrawn from their degree programs. Candidates may apply for a one-time extension of this time limitation.

This application must be made in writing and approved by the candidate's advisor, thesis committee, department and Dean of Graduate Studies. The application must include specific timelines and milestones for degree completion. If an extension is approved, failure to meet any timeline or milestone will trigger immediate withdrawal from the degree program.

If a candidate withdrawn from a degree program through this process wishes to reenter the degree program, that candidate must formally reapply for readmission. The program has full authority to determine if readmission is to be granted and, if granted to fully re-evaluate the Candidate's work to date and determine its applicability to the new degree program.

To the PhD Degree requirement description (page 43 after second paragraph)

H. Time Limitations

A candidate for a Doctoral degree must complete all requirements for the degree within nine years of the date of admission into degree program. Time spent on approved leaves of absence is included in the nine-year time limit. Candidates not meeting the time limitation will be notified and withdrawn from their degree programs.

Candidates may apply for a one-time extension of this time limitation. This application must be made in writing and approved by the candidate's advisor, thesis committee, department and Dean of Graduate Studies. The application must include specific timelines and milestones for degree completion. If an extension is approved, failure to meet any timeline or milestone will trigger immediate withdrawal from the degree program.

If a candidate withdrawn from a degree program through this process wishes to reenter the degree program, that candidate must formally reapply for readmission. The program has full authority to determine if readmission is to be granted and, if granted to fully re-evaluate the Candidate's work to date and determine its applicability to the new degree program.

Impact, Rollin Process

As written, beginning Fall 2010 and based on Fall 2009 enrollment, the proposed policy would impact 7 PhD candidates (5 in GE, 1 in CH and 1 in PH) and 0 MS candidates.

Upon approval of this proposal, the Dean of Graduate Studies will inform (in January) the 7 current candidates impacted by this policy of its impending implementation beginning Fall, 2010. This communication would inform candidates who have not completed all degree requirements by the end of Summer, 2010 that they will be immediately subject to the time limitation requirement. As per the proposed policy, these candidates may apply for a one-time extension that would begin Fall, 2010.