

**COLORADO SCHOOL OF MINES**  
**FACULTY SENATE MINUTES**  
**January 14, 2014 2:00 – 4:00 p.m.**  
**300 HILL HALL**

**ATTENDEES:** Lincoln Carr (PH), Joel Bach (ME), Bernard Bialecki (AMS), Dan Knauss (CH), John Spear (CCE), Ray Zhang (CEE), Kim Williams (CH), Uwe Greife (PH), Ken Osgood (LAIS), Sydney Sullinger (USG)

**APOLOGIES:** Gerald Bourne (MT), Steve Pankavich (AMS), Kamini Singha (Hydrologic Science), Thomas Monecke (GE), James Slyby (GSA)

**GUESTS:** Dr. Terry Parker (Provost)

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1. Introductions

2. Visitor updates and minutes

2.1. Provost update – Terry Parker

- The Strategic Plan has been approved by the Board and will be sent out from the President in the next few days. In approximately three weeks, the development of fall schedules will begin. Significant changes in programs such as EPICS should be included in that planning.
- A range of new IT policies are about to be released, including Security Practices, Administrative Data Policy, Data Classification and Roles and IT Appropriate Use policies. With regard to personal use, using a computer for personal use will be allowed, using it for business purposes will not be allowed. There will also be a directive mandating encryptions on mobile devices, including all institutional laptops, devices with sensitive data such as CWIDs and devices that are personally owned but that carry institutional data. This solves a problem if a laptop, smart phone or flash drive containing institutional or student information is lost or stolen. The question was raised, regarding grant-funded laptops for research faculty, how does the business/personal rule apply? Parker reported, if an employee uses that type of laptop for a paid consulting job then a problem may exist. There will be a 30-day trial period for these policies to be implemented, allowing this type of issue to be worked out. Also, issues regarding use of the cloud on laptops will need to be worked out.
- After the spoof school-closure e-mail last semester, CSM has decided to move notifications to the website, news outlets and the MEA system only. Notifications will no longer be distributed via e-mail.
- There will be a change in leadership in LAIS, the new Director will be announced shortly.

2.2. Approval of past minutes

Minutes from November 26 and from today, December 14, will be voted on for approval at the next meeting.

3. Action item: Finalize concrete plans for spring

Carr reviewed the list of proposed and completed items below and discussion ensued regarding the specific items and the faculty assignments for each. Senate agreed on the list of items and agreed to have Carr announce all spring items to faculty.

3.1. Gathering faculty feedback on the strategic plan and working with CSM admin to promote faculty insights -- Spear, Singha, and Carr (done)

Carr's suggestion for committee structure: include a list of campus wide inter-disciplinary service assignments, including CASA, the Writing Center, CSM 101, etc. If faculty members are assigned these tasks and not getting paid for them, the faculty member should be recognized as performing service. This issue mainly affects teaching faculty. Carr will raise this with the Provost in January. Senate could ask the administration to do an analysis of general service assignments of teaching faculty, i.e. go through FDR's (Faculty Data Reports) and see what the real service load is. Osgood reported that, in the faculty survey, department heads are being asked what relief is there for service obligations? Senate may start surveying and tracking service obligations, including external service directly related to CSM. The Senate concern is losing key personnel. In the Physics Department, the standard work load is 9 course credits and three service credits. In other departments, the workload is much more. Spear felt that it is an issue for both teaching faculty and T/TT faculty. Bialecki suggested that perhaps department heads should be instructed to look at this.

The sub-committee could talk to department heads and do a survey to gather one set of data regarding teaching and service load. For a second set of data, the teaching faculty could be surveyed to determine their load. The teaching faculty committee will collect this data from department heads. The Handbook Table 6.1.1 outlines faculty workload. Knauss pointed out, the paragraph before the table explains that the table contains "guidelines" not requirements. If significant deviations from the guidelines occur, then those should be laid out in writing.

Most faculty members who attended the meeting think that the table is somewhat reasonable, but most don't want 12 credit hours and no service. Osgood reported that a big issue with faculty members was the Senate language voted on in November, because people thought it meant 12 credit hours plus 20% service. The Senate should be aware that this language is sensitive to the faculty and the wording of Senate resolutions should be carefully considered. Osgood stated the second important issue that came up regarding pedagogical research was that 100% of faculty were against the wording. People thought the qualifier, pedagogical research, was too limiting and felt that other research and research in the field was also important. Carr stated that the wording could be fixed.

3.2. Promotion, rights, and duties of teaching and library faculty – Osgood, Monecke, Bach Well underway, likely to finish this year.

3.3. Implementation of helpdesk feed back mechanism for academic affairs matters, ORA, and faculty senate -- Zhang and Carr

Nearly done, requires only final announcement, Carr will announce to faculty. Bialecki will receive Team Senate e-mails.

- 3.4. Mentorship and promotion process for T/TT faculty -- Williams and Pankavich  
Well underway, probably a multiyear process, but will get key parts done in spring.
  - 3.5. Data gathering for good model for research faculty -- can CSM be a leader nationwide in this regard? Senate is just starting this item. Carr will ask Thomas Monecke to work on this.
  - 3.6. Bio minors -- Singha, Spear  
UGC is currently working on it.
  - 3.7. EPICS II -- Singha  
Singha is handling this in UGC. Carr will discuss with Parker timing for EPICS II decision.
  - 3.8. Revamp committee structure across campus and managing campus-wide service loads-- Bach  
Bach will work on this, there are disparities to service assignments and that will be studied.  
Bach will gather data on the committees to find out what the time commitments are for various assignments.
  - 3.9. Revamp faculty senate bylaws -- Knauss  
Knauss will do this and will get a draft to the Senate for review.
  - 3.10. Data gathering for appeals process repair - (spring)  
Senate agreed to focus on this during Spring 2014. Need to assign somebody to the appeals process.
  - 3.11. Faculty survey – Osgood (spring)  
Osgood agreed to spearhead the Faculty Survey.
  - 3.12. Assorted other small matters including midterm evaluations, marching order at graduation, etc. Senators agreed to include these on the list of Spring focus to be distributed to faculty.
4. Campus committees and regular responsibilities, part I (20 min)
    - 4.1. Undergrad council – Singha  
Epics II, Bio minors update.  
Singha unable to attend Senate meeting; update next meeting.
    - 4.2. Grad council – Dan Knauss  
Knauss to continue as chair of Grad council. No update, there has not been a meeting since December
    - 4.3. Research council – Uwe Greife  
Report of December meeting: Approved undergraduate research fellowships for spring semester. 44 applications were submitted; all were approved. RC wants to have a summer program with the remaining money. Council will meet on February 6 to discuss going to Provost with this idea. Williams pointed out that this might help students who have field session assignments and are looking for something during Summer Session 2. If there is a solicitation in March, it may help students who have not lined up external jobs. Greife will present this idea to the Provost.  
  
Council established short lists for Excellence in Research Awards. External letters are due first of February, Council will make decisions on February 6. Council started discussing research

infrastructure and support, and they are still gathering information. Greife expects to hear back from departments by February 6. Senate members should ask their departments to report to Greife with feedback. As chair of Research Council, Greife also looks at MRI proposals and found that their turnout was poor. There is no process in place to prepare for major infrastructure proposals. Faculty members need to have continuous support for this.

#### 4.4. Leadership nomination committee (former committee on committees) – Bach

No new progress. Bach discovered there is a Conflict of Interest Committee. Question was sent to Boyd asking who is staffed on these committees. Knauss pointed out that the Senate bylaws say Faculty Senate approves appointments to all institutional committees. Carr will do a committee memo to the Provost about this later in the spring, and they will tie this to the \$100 million figure in the strategic plan.

##### 4.4.1. Student appeals: Student Appeals Committee or Academic Standards and Faculty Affairs Committee

Williams is the committee chair, there are no additional members on the committee until members are needed to review a situation where a student is disciplined. Williams outlined the process for students to make an appeal. If a student completes all the required steps, then additional members are added to committee to decide the fate of the student.

##### 4.4.2. Assessment Committee – Ken Osgood is current Senator on this, but needs to step down due to large load of other Senate tasks he is handling. Jerry Bourne will be asked to serve on this committee. For committee issues, size of committees should be looked at; large committees are not always needed and large groups can be difficult to work with for scheduling. Carr asked Knauss to look at this in the bylaws and to determine if some of the committees are unwieldy or unnecessary. Osgood suggested that perhaps Senate representatives (non-Senators) could serve on some of the committees to reduce the burden on Senators. In the past, Senators did not serve as chairs of Grad Council and UGC; taking on those roles has added extra work for Senators. The question was raised, as the CSM faculty has grown, should the Senate grow? One idea is to consider having one representative for each department.

#### 4.5. Faculty Handbook Committee – Zhang

FHC approved the wording to the benefits section for the post doctorate position and talked about giving two weeks vacation to post docs. Boyd will send final draft to Senate for review. Carr asked Zhang to send revisions to Senate as they are made. FHC discussed how to handle faculty wanting to move from one department to another, this new section will be discussed at the next meeting on January 15. The question was asked, does this apply to Deans reassigning faculty to different departments or is it just for faculty who want to change departments? Senate is requesting the faculty have real input into a new edition. Knauss suggested that this year's version should not be labeled a new edition; a new edition could be created at a time when there is a larger faculty analysis of the Handbook. *Edition 12, 2013-2014* is the current version on-line. Item to be considered for the future: have the faculty initiate the changes to the Faculty Handbook, rather than have the administration make the changes they want. Carr: table this discussion until next meeting.

- 4.6. President's Cabinet highlights – Lincoln Carr
 

Senators want to continue receiving these highlights from Carr. Regarding the staffing in the graduate school office, Greife suggested Carr send an e-mail to Boyd asking him to inform the faculty about the issues going on in the graduate school office so that the faculty is informed and can understand that there may be delays in work produced by the graduate school office.
- 4.7. Brief report on any other committees senators are serving on – no report.
5. Transparency and mentorship committee report - Williams: Sub-committee met last week, results of the meeting are going through another round of revisions, they will bring report to the next Senate meeting. Carr reported that one fourth of the faculty members on campus in the T/TT line were hired within the last two years, making CSM a very young faculty.
6. Key issue subcommittee updates
  - 6.1. Teaching, research, and library faculty promotion, rights and duties – Bach
 

See paragraph relating to discussion under item 3.1.
  - 6.2. Dialog via a feedback/helpdesk type system for campus – Carr
 

Second Senator needed to serve as helpdesk backup when primary Senator, Bernard Bialecki, is traveling or unavailable. A second Senator has not been determined.
  - 6.3. Faculty mentorship and P&T transparency – Pankavich
 

Pankavich not at meeting, see above report from Kim Williams.
7. Other standing issues and one-time issues
  - 7.1. Action item: Decision on faculty senate e-mail list and link on senate.mines.edu vs. helpdesk
 

Senators agreed to keep the "E-mail all Senators" link on the [faculty senate.mines.edu/FAS-Senators](http://faculty senate.mines.edu/FAS-Senators) page as well as announce the new Helpdesk page which is available through the Senate website and also through the main CSM Mines Help Center page ([helpdesk.mines.edu](http://helpdesk.mines.edu)).
  - 7.2. Action item: Faculty forum suggestion: Pedagogy – Assign duties
 

Senate has determined they already have many items on which to focus. Pedagogy seminars are currently taking place on-campus, and interested faculty members can get involved with them. Bylaws state that faculty will meet each semester, therefore, Carr will approach faculty members who are interested in pedagogy and ask them to organize and run the forum.
  - 7.3. Unjust/unequal teaching assignments and committee service for teaching faculty – how do we address? Report on preliminary fix – Lincoln Carr
 

See discussion under 3.1
  - 7.4. Graduate applications and thesis deadlines - Monecke
 

Monecke absent, report at next meeting.
  - 7.5. FACTIR – No report.
8. Meeting finished – Adjourned 4:15 p.m.

**Next meeting January 28, 2014, 2 pm, Hill Hall 300**