

**COLORADO SCHOOL OF MINES**  
**FACULTY SENATE MINUTES**  
**OCTOBER 8, 2013 2:00 p.m.**  
**300 HILL HALL**

**ATTENDEES:** Lincoln Carr (PH), Joel Bach (ME), Uwe Greife (PH), Dan Knauss (CH), Thomas Monecke (GE), Steve Pankavich (AMS), Kamini Singha (Hydrologic Science), Kim Williams (CH), Ray Zhang (CEE), Sydney Sullinger, (USG)

**APOLOGIES:** Bernard Bialecki (AMS), Ken Osgood (LAIS), John Spear (CCE)

**GUESTS:** Dr. Terry Parker (Provost), Patricia Anderson (Library), Gina Boice (CCIT), Ed Zucker (CCIT)

---

## **Introductions**

### **Preliminary Matters**

**Provost Update** – T. Parker: Strategic planning forums going on now. Intended to solicit direct comments and feedback from school community regarding the plan. Mission vision values committee has edited their document; a redline version has been shared with L. Carr. Intent of document is to track original MVV, incorporate feedback from community and update the document so people can see the changes that have been made. T. Parker will have input from the strategic planning working group by today and will incorporate that information into the document and publish the new MVV to the community. T. Parker and P. Hahn will meet with students Thursday evening to explain strategic planning and seek their feedback.

**Handbook:** T. Parker reported that T. Boyd knows the first focus will be edits to Section 8. It is a big process to make sweeping changes and redesign full sections. It is too cumbersome to show every step in track changes, therefore, T. Boyd proposes creating an outline first to make the changes, and build from there. T. Parker encouraged the Senate to be patient with the change process and know that admin is trying to be open and transparent every step of the way.

ABET was on campus again evaluating engineering degrees. It looks like the results of the visit will be fine and they should be finished with the process in the near future. They were here last year, but have been back to look at the new degrees, which have to be handled carefully to receive accreditation. T. Parker thanked all of the CECS members for their hard work in making the accreditation process go so well.

L. Carr reported to T. Parker that Debra Good, Editor of the Oredigger expressed an interest in attending strategic planning forums. T. Parker said he would invite her.

**USG Update** S. Sullinger Junior class issue: implementing mid-term faculty evaluations in the classroom. Can faculty evaluations be done at the mid-term rather than at the end of the semester? Students wish to provide faculty with feedback during the semester so that students can see the results of their feedback and hopefully some faculty will use the information to be responsive to student needs. Senate members reported that some professors ask for it directly from the students during the semester. S. Pankavich suggested this topic should be discussed when teaching faculty members are at the meeting. The new electronic system will make it easier to do the evaluations mid-semester once it is up and running. L. Carr will give names of CCIT people to S. Sullinger so that she can research options for mid-term evaluations.

**Past minutes:** Vote to approve past two sets of minutes: 08/27/13 and 9/24/13. No changes were requested, unanimous approval.

**Teaching Research and Library Faculty Promotion** J. Bach Currently collecting documents of ad hoc committees and trying to sort out their purpose and find their members. Also, finishing up the staffing for the regular Senate committees.

L. Carr: reported on meeting with administration and reported on numbers of faculty from web pages. The number of faculty listed on each department's web pages does not match the actual numbers of faculty. Actual: 52 research faculty under contract, 36 research associates, 54 post docs. This is a big deal for Senate because admin is rewriting section 8 of handbook. L. Carr: Senate should help admin revise handbook so that the admin does not go ahead and do it without Senate input. Senate members should give handbook revision feedback to Lincoln. L. Carr will send out additional information via e-mail.

**Help Desk Committee** R. Zhang: Ten people attended last Tuesday's meeting, three from Senate (Carr, Williams, and Zhang) as well as CCIT and Administration. Meeting tried to promote getting better feedback from campus to Administration. Group concluded the Help Desk could solve some issues, but not all issues. Trust issues could not be solved through a Help Desk. They still want to include more features in the Help Desk service and may create a Survey Monkey and hold regular town hall meetings to represent faculty, students and Administration. Another idea is to create I-Club-like social meetings. Kirsten Volpe from Administration was at the meeting, demonstrating that the Administration is serious about supporting this endeavor. Other ideas: possibly set aside part of the dining hall for faculty, have sponsored events, clubs or other activities for admin/faculty to mingle and have fun.

Guest Gina Boice from CCIT spoke about Help Desk and how it currently works and how it could be expanded. G. Boice: People don't know where to go to get help, especially for things other than computers. People can already use the help system to submit a help request to HR and other departments. Some departments are not set up in the system, but they can be added. What is help desk: request goes in, student worker tries to route problem to appropriate place. Problem: It is not a forum or bulletin board, it is a customer to team interaction. IT offers reporting, it offers searches. CCIT can add many help teams, but it is up to the teams to use the system and reply to the help requests. People will not use it if they feel they are not getting help. Registrar, payroll, HR, finance, financial aid and grad school have help teams that are already in the system. Senators commented they didn't know that this is an option. ORA and facilities should be added. Facilities already has an on-line work order request system and it is not that easy to roll that into this program. There are buttons to request help from those other departments. There probably just need to be small changes to the help system then the school needs a BIG communication push to community about this service. Gina showed senate examples of help tickets. Does Senate want to push this out school wide? S. Pankavich: what if someone submits a request and there is not a team to help them? The main staff can forward issues via e-mail to the appropriate place, pass it on, then close the ticket. The teams for each department need to buy in and agree that this needs to be done and be willing to answer the problems. L. Carr: does Senate think this is a good first step? Any concerns? D. Knauss: Staffing it.... Do we have the ability to staff it/answer Team Senate questions? U. Greife: Help system adds an anonymous layer for people to hide behind. If there is an anonymous website, will things really get done? Or is it better to call and speak directly to person from whom you are seeking a solution. L. Carr: This is an additional channel of communication to the existing methods of just tracking down the help yourself. Gina: It took time to get people to use and trust the system when it was new. D. Knauss: if one has a specific question with ORA I think it is best to just handle it directly. L. Carr: That works for experienced faculty, but new people have a hard time getting this information. Help system will give data about their progress and Senate can see if they are doing their job.

Motion: Is the Senate in favor of going ahead with this help desk system? Ray: Motion to endorse the movement for expanding the Help Desk to include ORA, Senate, Academic Affairs and Graduate Council and Undergraduate Council. Second: Singha. Discussion: Vote: In favor: 8, Against 0, Abstain 1 (Greife).

L. Carr: Suggest Senate meeting end at 3:25 today for all Senators to go to Strategic Planning forum meeting. Senate agreed.

BREAK:

Kim Williams: Mentorship transparency: They have a full committee. Tracy Camp will help on committee because she has P&T experience. Members: Roel Snieder (GP), K.

Williams (CH), S. Pankavich (Math), Tina Gianquitto (LAIS), and Rob Braun (ME) . Committee has good diversity of department and experience. Trying to set up first meeting with all six members. L. Carr: MS students and how do they count? Carr will report to Terry that a big faculty concern is how do MS student differ from PhD students. That will be a piece of this issue.

2) Procedures manual, since the part T. Boyd is working on, he wants changes/ recommendations by end of the semester. That will be hard, so Senate will do what they can, but Senate may not be able to get info to T. Boyd by end of semester. K. Williams, S. Pankavich: do we need to let T. Boyd know that Senate will not be able to have info to him by end of semester? Steve: Committee will talk about mentorship in the spring.

Action Item: Conflict of Interest Committee: 1) Memo from provost. He wants to fill positions, we need to staff them: Board of Student Publications and Conflict of Interest committee members: T. Parker said he needs more than a minimum number of names to choose from. J. Bach: motion to submit three names, D. Knauss. Second. Kim: Discussion: people with their names on the list, should avoiding finding themselves in a conflict of interest (such as consulting for companies). J. Bach all committees and descriptions need to be updated. U. Greife: maybe we don't need to have so many committees. They should be clarified. L. Carr: suggestion to reply to T. Parker memo and let him know that the committee system needs to be fixed. Senate agreed.

Nominate new senator: two names: Jerry Bourne from MME, Jason Ganley from CBE. Petroleum declined to nominate anybody. D. Knauss and U. Greife moved to take MME department member to replace Chet, J. Bach seconded it. Vote: 9 Unanimous to Approve.

University P&T Committee: Joel: Need recommendations for two more full professors. Ideas: Ron Richardson from Chemistry, Mark Eberhard from Chemistry, Paul Martin, Reed Maxwell, John Berger from ME, Rick Wendlant from GE.

J Bach: still seeking two full teaching professors for ad hoc committee on promotions. Potential candidates: Candace Sulzbach (CECS), Toni Lefton (LAIS), Chris Shorey (GE), Vince Quo in (PH), Gus Greivel (AMS), Scott Strong (AMS). J. Bach and L. Carr will inform T. Parker.

Meeting Adjourned. Next meeting, Tuesday, October 22, 2013 in 300 Hill Hall