

# COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

February 15, 2000 - 2:00 PM

Coolbaugh House

**ATTENDEES:** Griffiths, Klusman, Lu, Nickum, Ohno, E. Pang, Readey, Romberger, Underwood, VanTyne, and Wendlandt

**APOLOGIES:** Ely and Kidnay

**VISITORS:** VPAA John Trefny and Dean of Graduate Studies, Phil Romig

## COMMENTS FROM GUEST:

A. Trefny

1. President Bickart has restructured the committee that considers the honorary degree candidates and other awards that are presented at CSM's commencements.
2. The Calendar Committee has been added to the Faculty Handbook and will be presented to the Board of Trustees for their approval.
3. The Academic Council would like input on the Table of Needs.
4. Nigel Middleton has formed an editorial committee for the institution and for other material compiled for the ABET accreditation. Members of this committee are Nigel Middleton, John Trefny, Carol Chapman, Chet VanTyne and Barbara Olds.

**APPROVAL OF THE MINUTES:** It was moved by Klusman and seconded by Van Tyne to delete the statements from D-4 Evaluation Committee - "The cost of conducting the evaluation is approximately \$50,000. To add more questions to the evaluation to make it more unique would be very costly." from the minutes. **Motion passed.** The minutes of the February 1, 2000 Faculty Senate minutes were approved as amended.

## ANNOUNCEMENTS:

- A. The Library book sale will be the week of February 21, 2000.
- B. The Faculty Forum will be February 23, 2000. CSM's diversity plan will be presented by Deb Lasich and Hille Dais. There will not be a Faculty Forum in March because of spring break and in April, the faculty awards will be presented.
- C. At the April 4, 2000 Faculty Senate meeting, the case statement for the upcoming campaign will be presented.
- D. The deadline for submitting dossiers of nominees for academic awards is March 3, 2000. Academic awards include (1) The Dean's Excellence Award, (2) The CSM Alumni Teaching Award, (3) The Board of Trustees Outstanding Faculty Award, and (4) the Alfred E. Jenni Teaching Fellowship. Each nomination should identify the award for which it is being submitted.

## OLD BUSINESS:

- A. Graduate Student Tuition Proposal (Romig) -The following draft was distributed and discussed:

*Following is the current draft of the proposed registration policy; recent changes are underlined:*

1. Degree requirements:
  - a. Non-thesis Masters degree

- i. Minimum of 36 hours of course work (including any special problem requirement)
  - b. Thesis-based MS/ME
    - i. Course work -minimum of 24 hours
    - ii. Research - 12 hours
    - iii. Defense of an acceptable thesis or engineering report
  - c. PhD
    - i. Credit -minimum of 72 hours of course work and research combined
      - Up to 24 hours of transfer credit may be allowed for MS from another institution
      - Up to 36 hours of course work and research done as an MS/ME candidate at CSM may be applied
      - At least 36 hours must be research credit done as a PhD student
      - At least 12 hours must be course work in a minor field.
    - ii. Residence -- at least two semesters of study and/or research must be in full-time residence
    - iii. Defense of an acceptable thesis
2. Registration policy
- a. Non-thesis students must register for a minimum of 3 hours each academic semester while they are in their degree program
  - b. All thesis-based students must register for a minimum of 6 hours each semester during the academic year and 3 hours during the summer
  - c. Thesis-based students who have completed a total of 36 hours of course work and research combined for the Masters degree or 72 hours for the PhD, who have an approved Admission to Candidacy form on file in the Graduate Office, must register for 6 hours of thesis credit each academic semester and 3 hours of thesis credit during the summer
  - d. Students supported by CSM funds (Graduate Assistantship or Fellowship) must be registered full time as defined below
  - e. Thesis-based students may not register for more than 12 hours in any semester or six hours in the summer
  - f. Thesis-based students who have been enrolled more than 3 years in a Masters program or more than 6 years in a PhD program must register for a minimum of 10 hours per semester (including summer) until they complete their degree program.
3. Definition of full-time
- a. During the academic year:
    - i. Registration for 10 or more hours of course, research and thesis credit combined
    - ii. Registration for 9 hours of course work for international students in their first year
    - iii. Registration for 6 hours of thesis credit if minimum total credit requirements have been met and an approved admission to candidacy form is on file in the Graduate Office
  - b. Registration for 3 hours during the summer
4. Tuition
- a. Part-time tuition will be the approved full-time rate divided by 10.

A **motion** was made by Readey and seconded by Klusman to approve the Graduate Student Tuition Plan with the change in thesis hour credit in 2-C from 6 hours to 4 hours and subject to financial viability. The motion passed unanimously.

B. Promotion and Tenure Committee, Revisited (Readey) - The following was discussed:

## **12.8 PROMOTION AND TENURE COMMITTEE**

### **12.8.1 Function**

The Promotion and Tenure Committee shall be responsible for evaluating the qualifications of all candidates for promotion and/or tenure and all candidates for tenured employment and providing advice and recommendations thereon to the VPAA.

### **12.8.2 Membership**

The membership of the Promotion and Tenure Committee shall consist of six full-time, tenured, full professors or full librarians. Neither multiple representatives from the same

academic department/division nor department heads/division directors shall be permitted to serve on the committee. The membership of the committee should equitably represent the diverse range of faculty disciplines at CSM.

### **12.8.3 Method of Operation**

The VPAA shall appoint the chairperson of the Promotion and Tenure Committee. A committee member who is a member of the same department as a tenure and/or promotion candidate under consideration shall be excluded from all participation in the deliberations of the committee with regard to that candidate. The committee shall meet at least once during the spring semester and at any other time deemed necessary by the committee to effectively conduct its business. Two-thirds of the voting members present at a meeting shall constitute a quorum sufficient to permit the committee to conduct its business. All disputed procedural issues that arise regarding the conduct of the meetings of the committee shall be resolved according to *Robert's Rules of Order*.

### **12.8.4 Method of Appointment**

Promotion and Tenure Committee members shall be appointed by the VPAA from a list of candidates provided by the Faculty Senate. The list shall include at least twice as many names as there are vacancies on the committee.

### **12.8.5 Terms of Appointment**

All Promotion and Tenure Committee members shall serve staggered three-year terms. A minimum of three years must lapse before a former member may be re-appointed to the committee. It was moved by Underwood and seconded by Klusman to endorse the Promotion and Tenure Faculty committee as presented by Readey as a replacement for the present Department Head Promotion and Tenure Committee. The **motion** passed unanimously.

- C. Calendar Committee (VanTyne) - It was the consensus of the Faculty Senate to forward the names of Ramona Graves from Petroleum Engineering and Karl Nelson from Engineering to the President for appointment to serve on the Calendar Committee.

### **NEW BUSINESS:**

- A. Inappropriate Faculty Conduct -Handbook Committee (Readey) -Information distributed at February 1, 2000 Faculty Senate meeting was discussed.

The remaining agenda items will be discussed at future meetings:

- Academic Standards report on time limit for BS degree
- International Studies Program
- Alcohol Policy –draft

The meeting adjourned at 3:40 PM