

COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

February 16, 1999 - 2:00 PM

Coolbaugh House

ATTENDEES: Ely, Klusman, Lu, Nickum, E. Pang, Readey, Romberger, Underwood, and Wendlandt

APOLOGY: Griffiths, Kidnay, Ohno and Van Tyne

VISITOR: VPAA Trefny

COMMENTS FROM GUEST:

A. VPAA Trefny

- 1 Deb Lasich has been hired as the half-time director for WISEM with the remaining money from the Chevron grant that started this program. She will assume this position March 1, 1999 and continue through December 31, 1999.
- 2 Trefny is about finished with a draft of the transfer credit agreement with Red Rocks Community College. This draft will be circulated to all the departments/divisions involved for comments. It will also be given to Red Rocks for their comments and to make it official. Because CSM's revised curriculum is so interconnected, it is very difficult for a transfer student to count so many credits for this course and so many credits for that course and automatically have junior status. This approach does not address the subtleties of the courses that need to be considered. The revised agreement will address course equivalents. The original agreements were done in the early 80s. The Red Rock's agreement will set stage for other transfer agreements with other community colleges.

Several Senators expressed other problems with transfer students:

- Transferring at the wrong semester; therefore, entering CSM out of sequence: Trefny responded that this might be resolved with a "2-3" program. Students would come to CSM with an AA degree and then graduate with an engineering degree in another three years. The State Legislature and Tim Foster have a difficulty with this concept, as it does not allow a student to complete their degree requirements and graduate in "four" years. The State legislature and Foster do not understand ABET requirements.
- Another difficulty is finding course equivalents at Red Rocks with CSM's courses, such as the CSM Systems 3 course.
- Physics and transfer students: Trefny responded that a two-year trial period has been agreed upon. All students at Red Rocks who take Red Rocks two physics courses, will get their grade there and then take a competency test whether or not they plan to transfer to CSM. This test will give CSM some idea as to a student's physics proficiency as well as help evaluate a Red Rock's grade equivalent at CSM. A student will not be able to take physics at Mines and pay Red Rocks tuition. A Senator suggested that CSM students should also take the same competency test.
- Calculus and differential equations courses are not the same at each campus: Trefny stated that the present agreement is that a student is to take the calculus sequence at one

institution because the course sequence is not the same. It is not an option for a student to take differential equations at Red Rocks as CSM offers it in the fall, spring and summer.

3. Romberger asked Trefny to clarify a statement in the Department Heads Meeting Minutes that stated there was \$300,000 available for recruiting graduate fellowships. Trefny was not sure if this amount was correct, but said that endowments have come in for this purpose and that old endowments have been looked at and if they did not specify undergraduate, that endowment has been transferred to graduate endowments.
4. At Bickart's request, Trefny inquired about the Grand Marshal position. Romberger responded that Larner preferred not to serve as the Grand Marshal.

APPROVAL OF MINUTES: The February 2, 1999 minutes were approved as amended.

ANNOUNCEMENTS:

- A. CUFLA Meeting will be Thursday, February 25, 1999 at Mt. Vernon Country Club. There will be several workshops on governance and grievance. VanTyne will replace Romberger in one of the workshops. Griffiths is participating in another workshop. Tim Foster from CCHE will be making a presentation.
- B. . At the Board of Trustees meeting, the field session requirement of 3 to 6 hours was approved as written by the Faculty Senate. As several BOT members had to leave early, the item concerning department credit hour requirements was tabled.

Romberger gave a report to the Board of Trustees indicating where the Faculty Senate is on promotion and tenure.

- C. Alumni Foundation Board meeting will be February 20, 1999. The Senators had no other items that they wanted presented at this time to the alumni.
- D. February Faculty Forum -Romberger polled the Senators and received no negative response from them on inviting Andy DiPaolo to be the speaker at the February Faculty Forum. Dr. DiPaolo is the Executive Director of Stanford Center for Professional Development and Associate Dean of Engineering at Stanford. He has taken the lead in Stanford's program on distance learning. M. Cole confirmed that DiPaolo would be coming.

Bickart will be at a future Faculty Forum, maybe March.

Underwood brought up the issue of students repeating courses to improve their grade point average. These are not necessarily courses that a student did poorly in, but ones in which they received an "A". They can take the course again and get another "A" and therefore, increase their GPA enough to continue in their chosen major. Wendlandt speaking as the representative for the Readmissions Committee said that this is allowed. This concern will be passed on to the Academic Standards Committee.

OLD BUSINESS:

- A. Faculty Bylaws - Ely had a change on page 11, Appendices, B-2, the paragraph on Committee Membership: do not delete the word "Faculty". There were no other changes that were substantial. Underwood moved and Ely seconded a **motion** to approve the Faculty Bylaws as amended at this meeting and as edited by Van Tyne. The motion passed unanimously.

B. Promotion and Tenure - Readey reviewed the proposed Faculty handbook Revision on the Vice President for Academic Affairs (VPAA) Promotion and Tenure Committee on June 8, 1998. ([Attachment I](#)) By a consensus of the Senators, this proposal was amended to read:

- 8.1.7 Tenure Review Process and 8.2.3 Promotion Review Process - delete wording "department heads as a group" from each section.
- 12.6.2 Membership -The membership of the promotion and Tenure Committee shall consist of seven members. Only full-time, tenured, full professors and full librarians who have been members of the CSM faculty for at least five years are eligible for nomination and appointment to the Committee. The membership will represent the diversity of faculty disciplines and interests as equitably as possible.
- 12.6.4 Operation - The VPAA shall appoint the chair of the Committee. A Committee member may participate in any discussion involving a tenure or promotion candidate from his or her department. However, he or she may not cast a ballot in any vote involving such a candidate.
- 12.6.4 Method of Appointment -Committee members are appointed by the VPAA from a list of candidates provided by the Faculty Senate.
- 12.6.5 – Terms of Appointment - Members shall serve staggered three-year terms. A Committee member cannot be reappointed until he or she has been off the Committee for a minimum of three years.

Underwood moved and Klusman seconded a **motion** to approve the Promotion and Tenure Committee as amended. The motion passed unanimously.

Several Senators had to leave the meeting for previous commitments. There were not enough Senators remaining in attendance to have quorum. No further business was conducted.

C. Academic Year Term for Senate Committees -A strong sentiment was voiced by the remaining Senators to have the Senate Committees' memberships on an academic year calendar.

The meeting adjourned at 3:50 PM

Attachment I – 2/16/99

DATE: June 8, 1998

TO: Department Heads Committee

FROM: Dennis W. Readey, Handbook Committee and Senate

SUBJECT: Proposed Faculty Handbook Revision on VPAA P&T Committee

Background

The current handbook makes the following statements regarding both the tenure (Section 8.1.7.A.7.) and promotion(Section 8.2.3.6.): (Note: **New wording in normal-bold**, *existing wording in italics*, and ~~deleted old wording in doublestrike-thru~~.)

8.1.7 Tenure Review Process Tenure-Track Faculty

7. The VPAA shall convene the department heads as a group to discuss and submit recommendations on all tenure applications received during the relevant time period."

8.2.3Promotion Review Process

6. The VPAA shall convene the academic department heads as a group discuss all promotions under consideration during the relevant time period.

Handbook Committee Concerns

Members of the Handbook Committee expressed concern about the suitability of this Committee consisting of department heads. It was suggested that it might be better if the Committee members were senior faculty members who broadly represent the CSM community.

There were several reasons for this suggestion, not the least important of which was that it is a time-consuming process and the department heads have other more important duties to perform.

In addition, concerns were voiced about the propriety of department heads making decisions about promotion and tenure in addition to their individual inputs to the Committee. There is no evidence that either explicit or implicit improprieties have occurred during these deliberations in the past. Nevertheless, there exists a perception that the circumstances invite a reticence by a department head to be completely candid about his or her negative evaluation of a candidate from another department for fear of a reciprocal negative evaluation for his or her own candidate. To eliminate potential perception of less than open and free discussion of candidates, it has been suggested that this Committee advising the VPAA on tenure and promotion issues be a representative group of senior faculty rather than department heads.

A Promotion and Tenure Committee consisting of senior faculty would also be more consistent with procedures that exist at other colleges and universities.

Faculty Senate Discussion and Review

At the direction of the Handbook Committee, the issue was brought before the Faculty Senate on April 24th for discussion and the Senate suggested that a change in the Committee structure might be in order. I was charged by the Senate to provide a proposed change in Handbook wording to reflect the formation of a new committee made up of senior faculty members. On April 7, I presented to the Senate a proposed wording for the Handbook. These were discussed and modified on April 21. The revised wording was then reported to the Handbook Committee for review

Handbook Committee Review of Proposed Wording

After much discussion among the members of the Handbook Committee, Graeme Fairweather took on the task of making several additions revisions to the proposed wording, particularly regarding the Committee structure and operating procedures.. I have made those changes and included them in the following proposed Faculty Handbook wording. I have not changed the name of the Committee to the "Promotion and Tenure Advisory Committee" as suggested. The old Committee name has been retained for the present. Renaming the Committee can be a separate issue.

Since the change has an impact on the role and responsibility of the Department Heads, it was suggested that the proposed changes be presented at the June 8 Department Heads meeting for their input and discussions.

Proposed Faculty Handbook Revisions

8.1.7 Tenure Review Process

A. Tenure-Track Faculty

7. The VPAA shall convene the **Promotion and Tenure Review Committee** ~~department heads as a group~~ to discuss and submit recommendations on all tenure applications received during the relevant time period. And

8.2.3 Promotion Review Process

6. The VPAA shall convene the **Promotion and Tenure Review Committee** ~~department heads as a group~~ to discuss and submit recommendations on all promotions under consideration during the relevant time period.

This requires the formation of a new committee, the Promotion and Tenure Review Committee. Considering the importance of this Committee, I would suggest that it be established as a CSM committee. Therefore, the following addition to the Faculty Handbook is suggested under "Section 12, University Committees."

Subsection 12.6-Promotion and Tenure Review Committee

12.6.1 Function

The Promotion and Tenure Review Committee shall provide the VPAA with a systematic and broad base of advisement from faculty on matters of appointment, promotion and tenure.

12.6.2 Membership

The membership of the Promotion and Tenure Review Committee shall consist of five members and an alternate. Only full-time, tenured, full professors who are not department heads or division directors are eligible for nomination and appointment to the Committee. No department shall be represented by more than one person. The membership should represent the diversity of faculty disciplines and interests as much as possible. With the exception described in 12.6.3, the alternate shall be entitled to participate as a voting member at meetings when any regular member is absent and to attend any other Committee meetings as a non-participating observer.

12.6.3 Operation

The VPAA shall appoint the chair of the Committee. A member or an alternate of the Committee shall be excluded from any participation in the Committee's consideration if the affected individual and the Committee member or alternate are assigned to the same department.

12.6.4 Method of Appointment

Committee members and the alternate are appointed by the VPAA from a list of candidates provided by the Faculty Senate. The list shall include twice as many names as there are vacancies on the Committee.

12.6.5 Terms of Appointment

Members and the alternate shall serve staggered two-year terms. A Committee member or alternate cannot be appointed until he/she has been off the Committee for a minimum of three years.

Comments

1. It will be up to the Senate and VPAA to make sure that the faculty is broadly represented.
2. Staggered terms minimizes "memory effects."
3. Being off the Committee for three years eliminates "memory effects" and ensures open discussion and evaluation.
4. Not having representation from each department helps to minimize "departmental" biases and perceptions of improprieties.