

# COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

April 15, 2003 - 2:00 PM

Hill Hall Room 300

**ATTENDEES:** Dean, Eberhart, Frost, Illangasekare, Readey, Ross, and Thiry

**APOLOGIES:** Curtis, Dickerhoof, Harrison, Mitcham, Navidi, and Kee (on sabbatical Spring 2003)

**VISITORS:** Nigel Middleton, Vice President for Academic Affairs

## COMMENTS FROM VPAA MIDDLETON

### A. Changes to the Faculty Handbook

TO: Faculty Senate and Administrative Faculty Council

FROM: Nigel Middleton

DATE: April 11, 2003

SUBJECT: Proposed Changes to Faculty Handbook

Below are the proposed changes to the Faculty Handbook that have been approved by the Handbook Committee. These changes will be posted on the web at

<http://www.mines.edu/Academic/affairs/fachandbook/> under "Announcements." Responses to the changes should be submitted to my office by close of business May 11, 2003.

**Section 4.1.5 Research Faculty** -Adds wording to item A, stating that one of the duties of Research Professors, Research Associate Professors, and Research Assistant Professors is to obtain research funding, in order to clarify the distinction between Research faculty and Postdoctoral Fellows.

**Section 4.7.1 Faculty Appointment Process** -Adds Item F, which clarifies the conditions of temporary faculty appointments.

**Section 5.5.7 Faculty Liability** - Adds wording that clarifies that faculty are protected in cases other than just when driving state vehicles.

**Section 6.3 Behavioral Complaints Against Faculty Members** -Adds a preamble to state the intent of the section in order to clarify that frivolous complaints will not be considered. Also adds wording to clarify "inappropriate behavior" versus "misconduct."

**Section 10.6. VI D Discrimination Policy and Complaint Procedure** - Reduces the initial discrimination grievance panel from 10 people to 6 people and allows each side to dismiss one person. It also changes the panel's constituency to CSM employees.

**Section 12.10 Diversity Committee** - Adds the Diversity Committee to the list of university committees.

The Senate will discuss these proposed changes at their May 6, 2003 meeting.

### B. Faculty Profile

#### **Faculty Profile**

Each professor's goal must be the success of students and their preparation for life outside of the Colorado School of Mines. Since this is a complex task, the role of a professor is multi-faceted, requiring many skills beyond simply an understanding of the material that he or she is teaching. These skills break down into three general categories: personal characteristics, teaching style, and course organization.

#### **Personal Characteristics**

Above all, the professor must be most interested in the student's success in understanding the course

material. All CSM professors must understand the importance of a professional but congenial relationship with their students in achieving this goal. Professors should be approachable inside and outside of the classroom. Open-door policies are highly encouraged. Professors must treat all of their students with compassion and respect, and should be understanding of students' situations outside of school. A good CSM professor should be open and honest, have patience and inspire his or her students.

### **Teaching Style**

A CSM professor should be an engaging, interactive, and focused lecturer, covering relevant material with clear and concise language, both oral and written. A professor should have a strong command over the curriculum, and be able to explain difficult concepts in a variety of ways. A professor should be able to make connections between class material and the real world, and employ demonstrations and hands-on experiments when appropriate. Whenever possible, traditional presentation techniques (i.e. whiteboard or chalkboard) should be used over electronic medium. A professor is true to his or her schedule, making classes, obliging office hours, and returning graded material in a reasonable amount of time. A professor places emphasis on getting the students to understand concepts, and strives for an appropriate mixture of theory and example. A professor is both perceptive (can smell confusion) and patiently receptive to questions. A professor is aware of the skill level of class, providing a stimulating level of challenge to students while having the ability to adjust the pace of a course.

### **Course Organization**

Professors must present their course in a way that allows students to succeed. Professors should provide a clear syllabus at the beginning of a course to allow students to plan their studying and prepare for course milestones while also being able to adapt it to unforeseen circumstances.

Coursework should be well balanced, with enough homework, quizzes, and exams to ensure learning the material, while taking into consideration time restrictions of the students.

A professor should strive for consistency between lectures, homework, and tested material. Group work, hands-on experiments and demonstrations, and other creative teaching techniques should be incorporated in lecture where they improve understanding. A professor's goal must be to challenge students, but to be fair in evaluating them. Therefore, grading should be focused on a student's understanding and use of concepts, rather than clerical errors (math mistakes). Exams should be designed to adequately reflect the expected knowledge level of the students, leading to reasonable uncurved averages.

Authors: Amber Smith, Ashleigh Rhodes, Andrea Loh, and John Hillert

13 March 13, 2003  
President John Trefny  
1500 Illinois St.  
Golden CO 80401

Dear President Trefny,

Enclosed with this letter is the first draft of the faculty profile that you requested the Student Wellness Group create in the Spring 2002. Its purpose is to provide a description of the CSM professor from the perspective of the students.

The profile was constructed from approximately 203 suggestions given by the students from various groups of the school. Suggestion boxes were placed in the Metallurgy & Materials Engineering Lounge, the Arthur Lakes Library, the Engineering Conference Room (Brown Building), the Chemical Engineering student lounge, the Cafeteria, and the \*I-Club. The suggestion form asked for the student's name, class (freshman, senior etc), major, contact information, and suggestions. As incentive for suggestions, a \$100 gift certificate to Best Buy was offered as a prize, and the winner was chosen from a random drawing. The language on the suggestions boxes is also enclosed.

After suggestions were collected, every unique idea was compiled into a list, and the profile was then drafted from this list. The author's took liberty in both choosing which ideas were the most important and

in packaging the information into the three categories of *personal characteristics, teaching style, and course organization*. Once the draft was completed it was submitted to the rest of the Student Wellness Group (and associated faculty) for a week of feedback.

I wish to thank you for giving the students the opportunity to take part in this process, and I hope the profile meets with your expectations.

Sincerely,  
John Hillert Student Wellness Group  
Email: [Jhillert@mines.edu](mailto:Jhillert@mines.edu)  
Phone: 303-215-6951  
Cc: Student Wellness Group and affiliated faculty  
There is uncertainty whether the I-Club was the location of this last box

The Senate will invite the authors to attend the Senate meeting on May 6, 2003.

- C. Student Honor Code – The following Honor Code was adopted by the students. The following **motion** was made by Illangasekare, seconded by Eberhart and passed unanimously by the Senate – “The Faculty Senate applauds the undergraduates for putting together an Honor Code.” Readey will send a letter to the ASCSM regarding this motion.

#### **COLORADO SCHOOL OF MINES STUDENT HONOR CODE**

##### **PREAMBLE**

The students of Colorado School of Mines (Mines) have adopted the following Student Honor Code (Code) on the date written below in order to establish a high standard of student behavior at Mines. The Code may only be amended through a student referendum supported by a majority vote of the Mines student body. Mines students shall be involved in the enforcement of the Code through their participation in the Student Judicial Panel.

##### **CODE**

Mines students believe it is our responsibility to promote and maintain high ethical standards in order to ensure our safety, welfare, and enjoyment of a successful learning environment. Each of us, under this Code, shall assume responsibility for our behavior in the area of academic integrity. As a Mines student, I am expected to adhere to the highest standards of academic excellence and personal integrity regarding my schoolwork, exams, academic projects, and research endeavors. I will act honestly, responsibly, and above all, with honor and integrity in all aspects of my academic endeavors at Mines. I will not misrepresent the work of others as my own, nor will I give or receive unauthorized assistance in the performance of academic coursework. I will conduct myself in an ethical manner in my use of the library, computing center, and all other school facilities and resources. By practicing these principles, I will strive to uphold the principles of integrity and academic excellence at Mines. I will not participate in or tolerate any form of discrimination or mistreatment of another individual.

- D. Budget – Revenue is up in the air and will not be sorted out until summer. Biggest wildcard is what the increase in tuition will be.

**APPROVAL OF THE MINUTES:** The minutes of the April 1, 2003 Faculty Senate meeting were approved.

#### **REPORT FROM THE PRESIDENT:** (Readey)

- A. The following written report was presented to the CSM Board of Trustees:

DATE: April 3, 2003  
TO: Board of Trustees, Colorado School of Mines  
FROM: Dennis W. Readey, President, Faculty Senate  
SUBJECT: Faculty Senate Report to the Board

The Senate has met several times since the last report submitted to the Board of Trustees and there have been two faculty forums as well. The Senate has been working closely with the ad hoc committee planning the Mines Summit to be held April 9, 2003, that will serve as a forum for faculty, staff, and students to discuss budget and infrastructure issues. Highlights are presented below.

#### **February 18, 2003**

The Faculty Senate spent its entire two-hour meeting time with Eva Klein Associates providing the faculty's inputs into the strategic planning process. It was interesting to hear how many of the Senate members held a common view of the future of the Colorado School of Mines. In general, the view is a school with increased research emphasis, higher-quality undergraduates, a reduction in credit hours to graduation, a greater percentage of undergraduate students residing on campus, a 50-50 male to female student ratio, and a strong biosciences and bioengineering presence on campus.

#### **Faculty Forum, February 26, 2003**

Professor Murray W. Hitzman, the Charles Franklin Fogarty Professor of Economic Geology presented the 2002 Faculty Senate Distinguished Lecture entitled, "An Earth Scientist Views Earth Systems Engineering." Professor Hitzman provided a very broad perspective of what will constitute earth systems engineering in the future, the role of Mines, and how Mines must change to meet the opportunities and challenges for the future. I personally felt that Professor Hitzman's comments were extremely well thought out and impressive. I suggested to Vice-President Middleton that he try to arrange for the Board of Trustees to hear the presentation. The Board should definitely hear Professor Hitzman's assessment of the future and what the Colorado School of Mines needs to do to play its traditional role in the stewardship of the earth in the future.

#### **March 4, 2003**

There was a continuation of the on-going discussions about the state of the budget with VP Middleton. Dean Romig presented proposed changes to the graduate program for consideration by the Senate. Professor Eileen Poeter presented plans for the forthcoming "Mines Summit" to be held on April 9, 2003. The first formal announcement for the Summit that has been circulated around campus is attached. A website was established on the Senate webpage for faculty to provide input on various financial and infrastructure issues that will be discussed at the Summit. Attached is a copy of the issues website. The members of the Senate are gathering the responses from the faculty and their summaries will be used for the discussions on April 9.

#### **March 11, 2003**

The Senate approved the recommendation from the Faculty Senate Distinguished Lecture Committee that Professor David Olson, Department of Metallurgical and Materials Engineering, will give the 2003 Faculty Senate Distinguished Lecture. The Senate President was instructed to inform Dr. Olson of his selection. The Senate approved a resolution congratulating Professor David Matlock, Department of Metallurgical and Materials Engineering, on his election to the National Academy of Engineering. The Senate President was instructed to inform Dr. Matlock of the Senate's congratulatory wishes. The Senate suggested that Vice-President for Finance and Operations would be a good candidate to present the March 26, 2003 Faculty Forum in light of the changing budget situation. This would be a good opportunity to inform the faculty where Mines stood relative to current and future State appropriations. In addition, it would provide relatively up-to-date financial information for the discussions to be held at the Mines Summit. The administration recently informed the campus that it would no longer provide some financial incentives for early faculty retirement. This generated some correspondence and discussion as to whether there would be actual cost savings since the changes would provide disincentives for early retirement. The Senate asked the Senate President to contact President Trefny and request that the faculty, through the Senate, be informed of any impending changes in policy, such as this, and allow faculty comments prior to the policy being implemented. It was announced that a policy change was being considered but no formal discussion with, or input from, the Faculty Senate was requested.

#### **Faculty Forum, March 26, 2003**

Vice-President for Finance and Operations, Robert Moore, presented the forum on "The Status of the Colorado School of Mines State Appropriations." The conclusions appeared to be that: the next fiscal year appropriation is still under debate; and 2. something in excess of at least one million dollars will have to be taken from the instructional budget for the next fiscal year. Many suggestions were made and discussed. However, it appears that Mines does not have a great deal of flexibility, particularly in

the short term, to change revenues significantly to meet the State's funding reductions. Most of the meeting was devoted to committee reports and clarification of some graduate issues with Dean Rooming who attended the meeting. The Senate approved that graduate students wishing to register for more than 15 credit hours in a semester would require approval from the advisor and the department head. With regard to transfer credits, particularly for some of the new non-thesis professional degrees, the Senate strongly urged that the approval process for transfer credits be well documented by those in charge of each program, and monitored by the graduate dean, to ensure that credit would not be given for courses that are not up to Colorado School of Mines standards. Dean Romig also brought to the Senate a proposal that has made to the Graduate Council for a change in the A, B, C, etc. grading system to one of A, A-, B+, B, B-, etc. The same proposal is being discussed in the Undergraduate Council as well. This change in grading system was discussed by the Senate about five years ago. When presented to the students at a Faculty Forum, the students were unanimously opposed to the change. They felt that it was an attempt by faculty to lower grade point averages, which was not the case at all. In fact, it is probably GPA neutral overall but it would provide a student with a better reflection of how she or he actually performed in the course. Also, it makes decisions about grades easier for the instructor. The Senate requested that the Senate President contact the undergraduate and graduate student governments, inform them of the discussions, and ask them to provide some feedback to the Senate at one of its future meetings. Professor Richard Wendlandt was nominated and approved for the position of Faculty Athletics Representative for the Colorado School of Mines by the Faculty Oversight committee on Sports and Athletics. The Senate confirmed Professor Wendlandt as the Faculty Athletics Representative.

**Mines Summit, April 9, 2003**

A verbal summary of this meeting will be presented at the Board meeting if desired.

B. CCHE did not approve the degree in International Political Economy

The meeting adjourned at 4:00 PM.