

COLORADO SCHOOL OF MINES FACULTY SENATE MINUTES

April 20, 1999 - 2:00 PM

Coolbaugh House

ATTENDEES: Ely, Griffiths, Kidnay, Klusman, E. Pang, Readey, Romberger, Wendlandt, Underwood, and Van Tyne

APOLOGIES: Lu, Nickum and Ohno

ANNOUNCEMENTS:

- A. There will be a Faculty Forum April 21, 1999 in Friedhoff Hall to announce promotions, tenures, retirements and awards. President Bickart will be there to reflect on his first year at Mines.
- B. Need a quorum at the May 4, 1999 Faculty Senate Meeting to approve the May graduation lists. If a Senator knows that they cannot attend this meeting, please send Romberger a proxy by e-mail.
- C. 4. Bob Weimer accepted the recognition to be the Senate Distinguished Lecturer.

APPROVAL OF THE MINUTES: The April 6, 1999 minutes were approved as amended.

OLD BUSINESS:

- A. University Committees Recommendation - President Bickert rejected the Committee on Committees nomination of Ely to the Budget Committee. Ely moved and Griffiths seconded a **motion** to nominate Van Tyne to serve on the Budget Committee. The vote was 7 in favor and 1 abstention.
- B. Grading System Change - Kidnay moved and Readey seconded a **motion** that a recommendation be made to Dr. Trefny that part of the Faculty Conference be devoted to a discussion of the grading system. The vote was unanimous.
- C. Motion from the Evaluation Committee - (From 4/6/99 Faculty Senate Minutes - "*Klusman moved that there be a one-year hiatus on the evaluation of administrators and department/division heads for one year. Readey seconded the motion. It was moved by Readey and seconded by Nickum to table the motion. The vote was unanimous. A motion* by Van Tyne and seconded by Underwood to remove this motion from the table was passed unanimously. The vote on the 4/6/99 motion was unanimous in favor of the motion.
- D. Revision in the Faculty Handbook - Griffiths submitted the following written report:

Faculty Affairs Committee -Annual Review of the Faculty Handbook

Chapter 4

- Section 4.1.5.D: No allowance is made for a Postdoctoral Fellow to stay beyond two years.

Chapter 5

- Section 5.2 and 5.2.1: The committee was generally agreed that this section is too vague.
- Section 5.2: Why have the words "for remuneration" been removed? What is the significance of this?

- Section 5.2: Why have the words "under contract to CSM" been changed to "performing professional services for CSM"? What is the significance of this?
 1. Section 5.2.1.4: Do Faculty need to get permission to work on weekends?
 2. Section 5.2.1.4: Do Faculty need to get permission during summer months?
- Section 5.3.3: Why not allow spouses to take courses for credit on a tuition free basis?

Chapter 6

- Section 6.1.2: CSM Teaching Assignment Guidelines look high, and there is a perception that many "serious", research Schools in the U.S. have a target of 9 credit hours per year for average faculty. It was also suggested that contact hours would be a more meaningful measure of teaching loads.
- Section 6.6.7: It was agreed that it would be better to put back the word "business" into the time scales for filing grievances etc. It is clearly intended that "ten business days" represents "two weeks" etc. and the proposed wording makes no allowance for weekends, public holidays and other times when the School is closed.

Chapter 8

- Section 8.1.1: The Committee found little point in the words "mutual appraisal" when the relationship is clearly loaded in favor of the employer.
- Section 8.1.2: This should state that the preliminary tenure review will normally take place between the 5th and 7th semesters of employment (see Section 8.1.5).
- Section 8.3: There are several instances in which the word "business" should be reinstated (see above discussion on Chapter 6).

Chapter 9

- Is it possible to find an alternative to the word "pretextuous"?
- Section 9.5: More instances in which the word "business" should be reinstated

Chapter 10

- Section 10.6: What happened to the Affirmative Action Council?
- Section 10.6: Should we include "sexual orientation" in our non-discrimination clause? Many Universities, including CSU and Colorado College already do. See <http://www.uic.edu/orgs/lght/nondiscrimination.html>

The Senators recommended that this report be forwarded to the Faculty Handbook Committee.

- K. Changing Period of Tenure of Senate Committee/Membership - Van Tyne presented the changes that would have to be made to the Academic Faculty Bylaws if the period of the tenure of senate committee/ memberships were changed from a calendar year to an academic year. This change would extend the present tenure of committee membership five months. These proposed changes will be forwarded to the full faculty with a cover letter explaining the proposed changes.
- L. Promotion and Tenure Issue -A joint meeting of the Senate and Department/Division Heads will not be held April 26, 1999 at 4:00 as announced. Romberger will schedule another joint meeting time.
- M. Calendar Committee - Ely presented the following proposed revision to the Faculty Handbook:

12.7 UNIVERSITY CALENDAR COMMITTEE

12.7.1 Function

The University Calendar Committee shall be responsible for reviewing and proposing revisions to the CSM university calendar. The committee shall consider proposals from the CSM community for calendar changes and shall make recommendations for such changes to the President and Board of Trustees. In the process of considering proposed changes to the calendar, the committee will ensure that all affected parties are consulted and have an opportunity to comment on the impact of any proposed changes.

12.7.2 Membership

The membership of the University Calendar Committee shall consist of the VPAA, the Vice President for Student Life and Dean of Students, the Dean of Graduate Studies and Research, two academic department heads, three academic faculty members, one administrative faculty member, and four students from the Associated Students CSM, two of whom must be members of the GSA. One undergraduate member must be a member of the AS CSM Executive Council and one graduate member must be a member of the GSA Executive Council.

12.7.3 Method of Operation

The chairperson of the University Calendar Committee shall be the VPAA. The committee shall meet at least once per month during the fall and spring semesters and as necessary during the summer. Upon the provision of appropriate notice to the membership, special meetings may be called at any time by the chairperson. Two-thirds of the voting members present at a meeting shall constitute a quorum sufficient to permit the committee to conduct its business. A majority vote of members present at a meeting shall be required for any action taken at the meeting to constitute an official act of the committee.

12.7.4 Method of Appointment

The VPAA, the Vice President for Student Life and Dean of Students and the Dean of Graduate Studies and Research shall serve as voting ex officio committee members. The academic department head committee members shall be nominated by the VPAA and appointed by the President. The academic faculty committee members shall be nominated by the Faculty Senate and appointed by the President. The administrative faculty committee member shall be nominated by the Administrative Faculty Council and appointed by the President. The undergraduate student committee members shall be nominated by the ASCSM Executive Council and appointed by the President. The graduate student members shall be nominated by the GSA Executive Council and appointed by the President.

12.7.5 Terms of Appointment

The academic department head committee members shall serve for staggered two-year terms. The academic faculty committee members shall serve for staggered three-year terms. The administrative faculty committee member shall serve for a three-year term. The student representatives shall serve staggered two-year terms. All terms of appointment to this committee shall be calculated on an academic year basis, rather than a calendar year basis.

A **motion** made by Van Tyne and seconded by Klusman to recommend the Calendar Committee proposal with the following amendments (1) the Registrar shall be a member of the committee and (2) the committee shall meet once per semester and at the call of the committee chair was made to the Faculty Handbook Committee. The vote was unanimous in favor of the motion.

NEW BUSINESS:

- A. Student Grade Appeal – Change "F" to "W" -For the Senators information, Trefny appointed a three-person ad-hoc faculty grade grievance committee to decide a student's grade appeal. This committee found no academic reason for a change of grade but due to extenuating circumstances outside of the classroom changed the grade from "F" to "W".
- B. CSM Student Academic Integrity and Code of Conduct – The following is a product of the CSM students. It will be discussed at the May 4, 1999 Faculty Senate meeting.

The faculty, administration and students of the Colorado School of Mines support the principle that all individuals associated with the academic community at CSM have a responsibility for establishing, maintaining and fostering an understanding and appreciation for academic integrity at Mines.

The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonesty -the intentional act of fraud. Academic dishonesty also includes, but is not limited to, forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting others in acts of academic dishonesty. Some examples of specific acts of academic dishonesty include, but are not limited to:

1. Plagiarism
2. Intentionally using or attempting to use unauthorized materials, information materials, information or study aids in any academic exercise.
3. Taking material from the library that is there for the use of all students and is not to be removed without permission.
4. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Unauthorized use of another's computer program, disk, tape or email.

At the Colorado School of Mines, students who observe or are aware of an incident of apparent academic dishonesty must report the matter to a faculty member, the appropriate head or the Vice President for Student Life/Dean of Students. The information is then provided to the faculty member concerned. The faculty member may personally determine whether academic dishonesty has occurred, confront the student(s) with the charge and, if guilt is admitted, impose a sanction. If, after confrontation, the student does not admit to committing the offense, the charges and evidence is submitted to the Vice President for resolution. In most cases, Substantiated charges of academic dishonesty will result in a grade of F in the course. The presumptive disciplinary action in serious instances or second offenses is suspension and a notation of same on the student's transcript. Students charged with academic dishonesty must be afforded a fair opportunity for a defense. Upon notification of a finding of academic dishonesty and the associated penalties, the student may appeal the Vice President's decision, in writing. An appropriate committee will be formed to hear the appeal.

Enrollment at the Colorado School of Mines is an optional and voluntary entrance into an academic community. Therefore a student voluntarily assumes obligations of academic performance and personal behavior required by the school. These obligations are more general than those imposed on all citizens by civil and criminal laws. Examples of specific violations that may result in disciplinary action include but are not limited to:

1. Intentional obstruction or disruption of any university or university authorized activity.
2. Theft of or alteration to property of the Colorado School of Mines or to property of a member of the university community.
3. Dishonesty including knowingly furnishing false information to the university.
4. Violation of any published Colorado School of Mines policy or campus regulation, including use of university facilities.
5. Any other conduct not included above, which adversely affects the functions of the Colorado School of Mines and pursuit of its educational purposes and objectives.

I have read and understand the above honor code statement of Colorado School of Mines, I agree to abide by the honor code and the rules and regulations of CSM as stated in the Student Handbook, "The Brunton".

Student Signature: _____

Printed Name: _____

Social Security Number: _____

Date: _____

Special thanks to Radford University for the idea.

- C. Procedures for Including Policy Changes in appropriate Bulletins, Procedures Manuals, *Brunton*, Handbook, Bylaws – The Senators agreed that this item could be resolved in the next agenda item.
- D. Changing the Name of the Academic Standards Committee to Academic Standards and Policies Committee – A **motion** was made by Ely and seconded by Van Tyne to (1) rename the Undergraduate Academic Standards Committee to the Academic Standards and Policies Committee and (2) amend the description of their duties to include procedures for incorporating policy changes in the appropriate bulletins, procedures manuals, *Brunton*, faculty Handbook and or Bylaws. The vote was unanimous in favor of the motion.

The meeting adjourned at 3:55 PM