Below are the minutes of the January 21, 2015 Faculty Senate meeting. The next meeting will be held on Monday, February 2, 2015 at 4:00 p.m. in the UC Council Room with the following agenda:

**AGENDA FOR THE FEBRUARY 2, 2015 SENATE MEETING**

1. Call to Order
2. Approval of the Agenda
3. Approval of the January 21, 2105 minutes
4. Chair’s Report
5. Administrative Reports: President’s Office, Provost’s Office, Board of Trustees
6. Staff Council Reports: Professional Administrative Staff Council, Classified Staff Council
7. Standing Committee Reports: Academic Policies, Codification, Elections, Faculty Welfare, Salary Equity
8. Student Senate Report
9. Special Reports
10. Special Orders
11. Unfinished Business
12. New Business
   - Academic Policies Committee Motion: Senate Action 1085: Grade Submission and Corrections
13. Comments to the Good of the Order
14. Adjournment

**MINUTES OF THE JANUARY 21, 2015 SENATE MEETING**


Absent member(s) with alternate(s): Hapcic (Landeira), Henry (Wilson), Merrill (Dietz).

Absent member(s): Barnhart, Bownas, Burgett, Clark/Zimmerman, Creasy, Eastin, Fitzpatrick, Glen, Houser, Iyer, Keaten, Luger, Schaffer, Straw, Thompson, Welsh.

Guest(s): Ally Holin, Molly Moss.

**Call to Order**

The meeting was called to order at 4:00 p.m.

**Approval of the Agenda/Approval of the December 8, 2014 minutes**

The agenda was approved without objection.

The December 8, 2014 minutes were approved unanimously.

**Chair’s Report:** No report.

**Administrative Reports**

President’s Office (Wacker): No report.

Academic Affairs/Provost’s Report (Wacker)

Wacker reported that the HLC Self-Study Report is available online at www.unco.edu/hlc. Additional informational documents on the website: HLC Peer Review Team, Preparing for the HLC Campus Visit (includes questions that the team may ask). Wacker noted that the review team will meet with the Senate Executive Committee and hold a faculty forum, as well as meeting with other areas of the University. Meeting updates will be forwarded when available.
Board of Trustees
The Board of Trustees will meet on Friday, January 23, 2015.

PASC (Kallsen)
Kallsen welcomed Senate members to attend the PASC/CSC dessert competition on February 9th (12:00-1:30).

CSC (Ellerby)
The Council will publish a cookbook featuring recipes from UNC employees. Additional information can be found at http://www.unco.edu/csc/

Standing Committee Reports

Academic Policies Committee (Landeira)
The Committee will present a motion under Unfinished Business today: Part 5 Curriculum. The Committee will present a motion at the February 2, 2015 Senate meeting (return of Senate Action 1085: Grade Submission and Corrections).

Codification Committee (Dietz)
The Committee has set a target date of February 16, 2015 to present the Discrimination Complaint Procedures to the Senate.

Elections Committee (Merrill)
A call for nominations (Faculty Senate vacancies) will be distributed in the next few weeks.

Faculty Welfare Committee (Temkin)
Temkin reported that Schuttler is on sabbatical leave this semester and he will serve as the interim Chair of the Faculty Welfare Committee. The Committee will present a motion under Unfinished Business today: Procedure for Requesting Recusal.

Salary Equity Committee: No report.

Student Senate: No report.

Special Report(s)

Special Order(s)

Commencement Marshal
Temkin received correspondence from Kay Ferrell (emeritus 2014) asking if the Faculty Senate would like to appoint a new commencement marshal or would like her to continue (she volunteered to continue). Senate members agreed that Ferrell should continue as marshal until she is unable to do so. A motion will be made under New Business to confirm Ferrell’s continuance as commencement marshal.

Unfinished Business
Academic Policies Committee Motion: Part 5 Curriculum
Landeira outlined the rationale for amendment updates to Part 5 Curriculum, specifically the language outlining the “protection of students and faculty” and “in writing” regarding course outlines.

MOTION: The Academic Policies Committee recommends approval of the highlighted revisions to Part 5 Curriculum of the Board Policy Manual to clarify course outline requirements.

DISCUSSION: Senate members discussed clarification of “in writing” (Blackboard okay).

FRIENDLY AMENDMENT: Line 2, amend “drop/add period” to read “add deadline”. Landeira accepted the friendly amendment.

2-3-501 Course Outline and Goals
For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students early in the term before the drop/add period deadline:
(1) the course objectives/outcomes.
(2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes.
(3) a list of tentative deadlines for accomplishment of assignments and tasks. Lead time commensurate with the task should be provided.
(4) the method, Evaluation criteria and weight to be applied to each criterion assignment/activity in determining the final grade.

VOTE: The motion passed with a hand vote of 12-1, 2 abstentions.
Faculty Welfare Committee Motion: Procedure in Requesting Recusal

Temkin outlined the reasons for the original motion being remanded back to the Faculty Welfare Committee (clause for notification of the person whose recusal is being sought).

**MOTION:** The Faculty Welfare Committee recommends approval of the additional edits to the recusal procedures to clarify the procedure for notification of the person whose recusal is being sought.

**Amendments to original language presented to Senate on December 8, 2014 are noted in red:**

(a) **Procedure for Requesting Recusal.**

An individual applying for tenure, promotion, or post-tenure comprehensive review may request that an individual who would otherwise be involved in the decision-making process (faculty member, chair/director, dean or CAO) be recused. Any request for such recusal must be made in writing to the CAO at least ten (10) working days before submission of the application for tenure, promotion, or post-tenure review. The recusal request must contain a good faith allegation that the individual whose recusal is sought would engage in illegal, arbitrary or capricious action with respect to the application. Action is considered arbitrary or capricious if it has no factual basis or evinces personal bias.

The recusal request must be supported by direct evidence of behavior on the part of the person whose recusal is sought that supports the claim that the person (1) has in the past engaged in illegal, arbitrary or capricious behavior toward the applicant that supports the claim that the person will more likely than not engage in such behavior with respect to the application or (2) has stated an intention to engage in illegal, arbitrary or capricious action with respect to the faculty member’s application for tenure, promotion, or post-tenure review that supports the conclusion that the person would more likely than not engage in such behavior.

If the CAO considers the case plausible, the person whose recusal is sought will be notified and given a reasonable period of time to respond to the recusal request prior to the CAO's final decision. The party initiating the recusal will also be notified of this action.

The initial decision on the recusal request will be made by the CAO (even when the CAO is the person whose recusal is requested). If either the party who makes the request or the individual whose recusal is requested disagrees with the CAO’s decision on the request, he/she may appeal the decision to the President of the University. Such appeal must be made within ten (10) working days of receipt of the CAO’s decision. The President must then render a decision on the appeal within ten (10) working days. The President’s decision is final.

Consideration of the dossier for tenure, promotion, or post-tenure comprehensive review may be delayed until the process is complete.

**VOTE:** The motion passed with a hand vote of 14-0, 2 abstentions.

**New Business**

**Commencement Marshal**

**MOTION:** Invite Kay Ferrell to continue as Commencement Marshal until she notifies the Senate of her inability to continue: Landeira.

**SECOND:** Wilson.

**VOTE:** The motion passed with a hand vote of 15-0, no abstentions.

**Comments to the Good of the Order**

**Adjournment**

The meeting adjourned at 4:30 p.m.

Alison Merrill
Faculty Senate Secretary

Lori Riley
Recording Secretary

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**UPCOMING SENATE & SENATE COMMITTEE MEETINGS**

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<th>Date</th>
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<tr>
<td>Monday January 26, 2015</td>
<td>Salary Equity Committee</td>
<td>UC-Spruce C</td>
<td>3:00-4:00 p.m.</td>
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<tr>
<td>Monday January 26, 2015</td>
<td>Senate Executive Committee</td>
<td>UC-Aspen C</td>
<td>4:00-5:30 p.m.</td>
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<tr>
<td>Wednesday January 28, 2015</td>
<td>Faculty Welfare Committee</td>
<td>UC-Aspen C</td>
<td>3:30-5:00 p.m.</td>
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<td>Thursday January 29, 2015</td>
<td>Codification Committee</td>
<td>UC-Aspen A</td>
<td>3:00-4:30 p.m.</td>
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<td>Monday February 2, 2015</td>
<td>Academic Policies Committee</td>
<td>UC-Council Room</td>
<td>3:00-4:00 p.m.</td>
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