MINUTES  
Executive Committee, Boulder Faculty Assembly  
September 30, 2013

Attending  
Paul Chinowsky, Chair  
Carmen Grace, Secretary  
Bob Ferry, Executive Committee Member at Large  
Peggy Jobe, Executive Committee Member at Large  
Greg Carey, Administrator Appraisal Chair  
Karen Ramirez, Admin. Services & Tech. Chair  
Jerry Rudy, Budget and Planning Chair  
Ted Stark, Faculty Affairs Chair  
John S. McCartney, Faculty Comp. & Benefits Chair  
Adam Norris, Instructor-Track Co-Chair  
Jin-Hyuk Kim, Libraries Chair  
David R. Kassoy, Retired Faculty Association  
Melinda Piket-May, Faculty Council Chair  
Joey Hubbard, UGGS President  
Laura Michaelson, UGGS Executive Vice President  
Chris Schaefer, CUSG Pres. of Student Affairs  
Bill Kaempfer, Vice Provost, Associate Vice Chancellor for Budget & Planning  
Sierra Swearingen-Todd, BFA Coordinator  

Not Attending  
Mike Klymkowsky, BFA Vice-Chair  
Joe Jupille, Intercollegiate Athletics Chair  
Horst Mewes, Academic Affairs Chair  
Ruth Ellen Kocher, Diversity Committee Co-Chair  
Jerry Peterson, Former BFA Chair  
Catherine Labio, Arts & Sciences Council Chair  

Meeting Guests  
CU President Bruce Benson  
Kathleen Bollard, CU Vice President and Academic Affairs Officer  
Provost Russell Moore  

The Boulder Faculty Assembly Executive Committee held a meeting on Monday, September 30, 2013 in the University Club Room 106. BFA Chair Paul Chinowsky presided. The meeting convened at 4:00 and adjourned at 5:30 p.m.

I. Special Report: President Bruce Benson

President Benson reported on several initiatives and issues facing the University, and discussion followed. Topics included flood recovery, state funding, other sources of revenue, outside consultants to look into how CU raises money and how CU conducts research management, CU’s involvement with MOOCs (Massive, Open, Online Courses), increased marketing contacts, restructuring in athletics, the Regents initiative to prioritize programs, the Regents’ climate study, and CU for Colorado – a web resource to help people find out what CU is doing.

Benson and Bollard requested more information about the BFA’s new Faculty Mentoring Students Program.

II. Chair’s Report and Invitation to Discuss

Chinowsky reported on several items and requested feedback:

- Draft Administrative Policy Statement on Service Recognition. [Addendum below.]
- Suggested revisions of the APS on Program Discontinuance. [http://tinyurl.com/k3wtktv]
- Academic Quality Initiative (an Arts and Sciences Council document), which could provide a good starting point for a campus-wide discussion. The BFA will create an ad-
hoc committee to analyze the issues.

- There are materials on line to help the BFA market its package of initiatives this year, including a brochure of current initiatives, available at www.colorado.edu/BFA/INITIATIVES/BFA_Package13-14.pdf.

Feedback is welcome via email to Paul.Chinowsky@colorado.edu.

III. BFA Faculty Service Recognition Program

Chinowsky reminded the committee that three recipients will be selected each week. The first round of recipients will be announced at the BFA meeting this Thursday. Recipients each receive a letter of acknowledgement from the BFA, with a copy to their department chairs, and will also receive a small gift: a CU folio with a letter from Faculty Council enclosed.

Nominations may be made on line at www.Colorado.edu/BFA/INITIATIVES/Recognition.html.

Discussion followed, including these clarifying points:

- FAQs and the criteria for receiving the award are posted on line.
- All faculty are eligible to be nominated, including lecturers, and anyone may make a nomination.
- The BFA Executive Committee will select the recipients. The BFA Office will give Executive Committee members access to the list of nominees on line.

IV. Provost’s Comments on MOOCs

Provost Moore commented that the cost to start up a MOOC is not trivial: between $15,000 and $35,000. For now the Campus will not be involved in any more MOOCS than the four that are already underway.

V. BFA Faculty Mentoring Students Program Update

Chinowsky reported that Bernadette Park in Psychology is conducting a survey of the mentors and will have data to share, soon. As well as looking at possible changes this year, we are also developing a list of ideas and changes for next year. The BFA will hold a meeting of the mentors this semester, to assist in those efforts.

VI. New Business

The next meeting of the full Assembly will be Thursday, October 3rd.

VII. Adjournment. There being no further business, the meeting adjourned at 5:30.

Respectfully submitted by Sierra Swearingen-Todd, BFA Coordinator
ADMINISTRATIVE POLICY STATEMENT

Policy Title: Service Recognition

APS Number: APS Functional Area:

Brief Description: Outlines the university’s requirement for each campus to establish a policy on service recognition.

Effective: xxx

Approved by: President Bruce D. Benson (Pending)

Responsible University Officer: Vice President, University Counsel, and Secretary of the Board of Regents

Responsible Office: Office of University Counsel, Office of the President

Policy Contact: Office of University Counsel, Office of the President

Supersedes: N/A

Last Reviewed/Updated: TBD

Applies to: This policy applies to all campuses

Reason for Policy: To create a university wide consistency in annual review process for recognizing faculty service.

I. INTRODUCTION

The university is committed to having each faculty member recognized for service activities that are undertaken in each of the forms that it may take. To encourage faculty members to engage in both internal and external service activities, campuses shall establish guidelines that ensure faculty are recognized for multiple service contributions with the purpose of:

• Promoting participation in service activities of all types
• Building a strong University community comprised of engaged faculty members
• Enhancing transparency in faculty review processes.

To achieve these objectives, the campuses shall establish guidelines for departments on informing faculty of how service will be promoted, equally valued, and recognized in the department.

II. POLICY STATEMENT

A. Service Activities

The university identifies service activities as a broad set of activities that include efforts both within the university as well as outside the university community. Service areas include but are not limited to the following:

• Department-level committee contributions
• College, campus, and University committee, governance, and ad-hoc participation
• Professional committee, conference, and industry involvement
• Outreach activities to community, education, and political groups
B. Service Recognition

Each campus shall establish department guidelines that direct department review committees to evaluate service activities according to published recognition values. The value scale shall be a numeric scale to enable faculty to clearly understand the relative value of each service activity. Additionally, the guidelines will encourage departments to value service of all types as similarly important to the constituency that the faculty member is serving. Departments are discouraged from valuing a single area of service significantly higher than other service activities.

C. Notification of Service Recognition

Each department shall publish its valuation of service activities for annual review purposes. The value of service activities shall be determined in collaboration between department personnel and department administration. Service valuations shall be published by the department and made available to all faculty prior to the start of the Academic Year. Any changes to the valuation shall be established prior to the start of the Academic Year and faculty members shall be notified of changes.

Each department should review service valuations at least every three years to ensure that valuations remain consistent with current service requirements of the unit, campus, and University.

Each department can establish service valuations based on individual requirements and characteristics of their focus area. However, departments are encouraged to establish recognition values that are commensurate with departments throughout the campus to establish consistency in annual review procedures. Individual requests for modification of service valuations shall be made to the Department Chair prior to the start of the Academic Year.

D. Grievance

Each campus shall notify faculty of the grievance process that will apply to service activity grievances. Grievances should be limited to misapplication of published service value recognition.

E. Periodic Review

TBD

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

1. APS 5008: Performance Ratings for Faculty

2. ADD LINKS TO CAMPUS POLICIES

A. Procedures

B. Forms

C. Guidelines

D. Other Resources (i.e. training, secondary contact information)

E. Frequently Asked Questions (FAQs)

V. HISTORY

Initial Policy: TBD

VI. KEY WORDS

TBD