MINUTES
Executive Committee Meeting,
Boulder Faculty Assembly
April 30, 2012

Attending
Jerry Peterson, BFA Chair
Bill Emery, BFA Vice Chair
Catherine Kunce, BFA Secretary
Greg Carey, BFA Executive Committee Member at Large
Peggy Jobe, BFA Executive Committee Member at Large
Carmen Grace, BFA Academic Affairs Committee Chair
Karen Ramirez, BFA Administrative Services & Technology Committee Chair
Jerry Rudy, BFA Budget and Planning Committee Chair
Melinda Piket-May, BFA Diversity Committee Chair
Adam Norris, BFA Instructor-Track Faculty Affairs Committee Co-Chair
Martha Hanna, BFA Libraries Committee Chair
David Kassoy, Retired Faculty Association Representative
Bill Kaempfer, Vice Provost, Associate Vice Chancellor for Budget and Planning
Sierra Swearingen-Todd, BFA Coordinator

Not Attending
Paul Chinowsky, BFA Faculty Affairs Committee Chair
Elizabeth Bradley, BFA Intercollegiate Athletics Committee Chair
Mike Klymkowsky, BFA Student Affairs Committee Chair Pro-Tem
Joe Rosse, Former BFA Chair
Horst Mewes, Arts and Sciences Council Chair
Steven Koenig, President, United Government of Graduate Students
Carly Robinson, CUSG Vice President for Internal Affairs

Guest
Michael Grant, Associate Vice Chancellor for Undergraduate Education

The BFA Executive Committee held its regular meeting on Monday, April 30, 2012 in ATLAS Room 229. Chair Jerry Peterson presided. The meeting convened at 4:00 and adjourned at 5:25 p.m.

I. Chair’s Report

a. Faculty Council Election – Faculty Council has elected Melinda Piket-May as its Chair for next year, and has also given her its distinguished service award. Boulder Campus representative Joe Rosse has been promoted to a full time position in administration and has resigned his Faculty Council seat, effective this summer.

Discussion followed. Peterson appointed Catherine Kunce to complete Rosse’s Faculty Council term. The Executive Committee welcomed Rosse’s continued participation on the Executive Committee, as ‘most recent past chair.’

b. Discussion: Executive Committee Meeting Schedule – The Committee will meet May 7th, will meet on ‘first Mondays’ this summer, and will meet this fall at the usual times.

c. Administrator Appraisal Process Update – Peterson reported that he has met with the Provost and the AAP Committee Chair to discuss this year’s report.

d. Faculty Ombuds Request – The Faculty Ombuds (Lee Potts and Emily Calhoun) are interested in working with the BFA’s new Instructor-Track Faculty Affairs Committee.


e. Annual Reports of BFA Committees – Reports are due by Commencement and may then be posted on the BFA website unless requested otherwise.

II. Special Report

Future Changes in Advising

Michael Grant, Associate Vice Chancellor for Undergraduate Education, gave a report on the Campus Advisory Exploratory Group (CAEG). His report included these points:

- The Provost formed CEAG to look at academic advising for undergraduates campus-wide, and make recommendations. The Committee spent fall semester doing research around the country. A complete report of the Committee’s recommendations is online at www.colorado.edu/AcademicAffairs/pdf/caeg/CAEG%20Report(FINAL).pdf
- Highlights of the recommendations include:
  - Build a centralized administrative structure for advising.
  - Create a hierarchical system of advising: with a Director of Advising, professional and mid-level advisors, and closely-supervised peer advisors.
  - Use more targeted advising, based partly on early indicators for students who are struggling but to direct more high-level, developmental advising to the students who are doing well.
  - Use a more student-focused system, including active outreach, advising hours that are more aligned with student schedules, increased activity at high-impact times of year, and tools that students can use themselves.
  - Adopt a centralized, common software system to track data and provide both students and faculty with information as needed. Centralized software will assist faculty in understanding each advisee’s particular situation, and assist the campus in identifying students in need of more attention.
- The overall goal is to improve retention and graduation rates. Those rates are traditionally very difficult to change, but Universities that have adopted centralized advising have seen dramatic improvements in first-year retention rates and withdrawal patterns.

In a question-and-answer session that followed, Grant added these points:

- The proposed changes will improve the experience for faculty, allowing them to put more effort into the kinds of advising for which they are uniquely qualified.
- The Campus’ existing advising system already identifies students who are less likely to do well, but moving to a centralized advising system will increase its precision.
- CEAG was not asked to look at details but is reviewing various software options.
- Electronic advising is not as good as one-on-one advising. The software options are an add-on to more traditional advising, to improve but not replace it.

Grant requested additional feedback be directed to him at Michael.Grant@colorado.edu.

III. Old Business

Remaining BFA Committee Nominations
Catherine Kunce, Nominations & Elections Committee Chair, reported three nominations for vacancies on BFA Committees and proposed the BFA ratify them at its Thursday meeting:
  Douglas Duncan, BFA Intercollegiate Athletics Committee
  Melinda Piket-May, BFA Diversity Committee
  Monika Fleshner, BFA Budget and Planning Committee.

IV. Committee Updates

Academic Affairs Committee – End of Year Update

Committee Chair Carmen Grace reported that the Committee’s annual written report was distributed via email last week, and gave a brief report on the Program Review Process:
  • The committee may request a few changes this year. The reconfigured format is working well for most units, but a few changes to the process might assist others. Sections on ‘outcomes,’ ‘objectives,’ and a mission statement are currently ‘recommended’ but the committee would prefer they be ‘required.’

Bylaws Committee – End of Year Update

Committee Chair Bill Emery reported that its main accomplishment this year was to integrate sections covering the new BFA Instructor Track Faculty Affairs Committee. He added that discussion of the faculty governance status of researchers has been postponed to Senate Year 2012-2013, when the BFA will perform its four-year ‘review of representation.’

Administrative Services and Technology (AST)

Committee Chair Karen Ramirez reported that the Committee recently met with the CU Bookstore about its new website for choosing textbooks and its process for creating course packets; and with Registrar Barbara Todd about technical changes in ISIS. She added that the Student Affairs Committee and the AST Committee have discussed which subject areas of the Registrar’s work each committee should be involved with, and it was agreed that technical matters involving UIS (University Information Systems) should involve AST.

Discussion followed, including these points:
  • ISIS does not currently enforce prerequisites, but the Campus is working on a system that would implement that feature. A pilot project was performed this year.
  • The Bookstore’s website makes course book titles available to students in advance, if faculty order their classes’ books in advance.

Instructor-Track Faculty Affairs Committee – End of Year Update

Committee Chair Adam Norris reported that:
  • The Committee spent the semester collecting ideas, establishing lines of communication, and developing strategies to promote the role of instructors.
  • The Committee will hold Deans-level meetings over the summer.
• The Committee is interested in establishing regular training for instructors, of an involved, in-depth character covering serious concerns that arise in the classroom.
• The Governor signed House Bill 1144 into law on April 12th. The new law allows institutions to offer employment contracts of up to three years to contingent faculty.

Discussion followed, including these points and perspectives:
• Peterson requested the ITFA Committee look at Campus policies to see whether they conform to the requirements of the new law.
• The law will not affect the Boulder Campus very much, in part because it has never violated the terms of its multi-year ‘letters of offer.’
• ITFAC should review the March 2010 recommendations of the BFA’s Ad-Hoc Committee on the Status of Instructors, to see if any have not been implemented. [Available on line at www.colorado.edu/FacultyGovernance/archives/reports.html.]

Budget and Planning Committee

Committee Chair Jerry Rudy reported that its major accomplishment for the year was the well-publicized report on salary distribution. [Available on line at www.colorado.edu/BFA/committees/budgetandplanning.html.]

Discussion followed, including that the report is now being used as a model at the system level, and that next year the Campus will generate a similar report.

V. New Business

Boulder Campus Faculty Council Appointments

Catherine Kunce, Nominations & Elections Committee Chair, asked the Executive Committee to give her names of potential appointees to the Faculty Council Committees.

Review of BFA Committee Charges

Peterson asked that committees review their charges in the Bylaws, and submit comments and/or suggested changes to the BFA Office.

Firearms on Campus

There was discussion on whether the Campus might ban guns in the residence halls, in spite of the recent Supreme Court ruling. It was agreed to forward a copy of the BFA’s previously approved Motion Regarding a Weapons-Free Campus to the Chancellor. [Available on line at www.colorado.edu/BFA/committees/MOTRES/BFA-X-M-041910.pdf.]

VI. Adjournment. Peterson adjourned the meeting at 5:25.

Respectfully submitted by Sierra Swearingen-Todd, BFA Coordinator.