The Boulder Faculty Assembly held a regular meeting on April 7th, 2011 in Wolf Law room 204. Chair Joe Rosse presided. The meeting convened at 4:00 p.m. and adjourned at 5:30 p.m.

I. Chair’s Report:

BFA Chair Joe Rosse’s report included the following:

a. Special Recognition – Rosse reported that former BFA Chair Uriel Nauenberg will be retiring at the end of this semester, and thanked him for his service.

b. Budget Issues – The Campus continues to consider a 2-3% salary increase pool. Several
distribution models are possible depending on its size, which will be unknown until May.

1. The Chancellor has asked what models would be acceptable to the faculty.
   i. Discussion followed. Comments included that the model should account
      for performance evaluations for the recent years when the faculty forewent
      salary increases, and that it should include corrections for equity.

2. Ric Porreca will deliver a budget update at the April 28th BFA meeting.

   c. Instructor Status –

   1. Instructor Guidelines (formerly known as IBOR, Instructor’s Bill of Rights).
      The BFA Faculty Affairs Committee is reviewing recent revisions to the
      document, which the Chancellor would like to sign into campus policy.

   2. BFA Motion on Instructor Status. Not all Deans are in favor of the Faculty
      Affairs response, particularly a provision that requires a fifth-year review that
      would result in either promotion or non-renewal. The Faculty Affairs Committee
      is preparing a reply for a possible vote at the April 28th BFA meeting.

Discussion included the following:
- The ASC voted down the Faculty Affairs response because many departments already
  have policies on how and why they hire instructors, and an additional campus-wide
  policy superimposed on them would create confusion.

II. New Notices of Motion

   BFA Bylaws Committee

   Committee Chair Ahmed White presented the following notice of motion:

   ~ ~ NOTICE OF MOTION ~ ~

BFA Bylaws Committee Resolution

Whereas: rules for BFA standing committee composition were inadvertently dropped from the current version of the
BFA’s Bylaws and Standing Rules;

Resolved: that the BFA approves the following amendments to the BFA Standing Rules:
that the existing Article V Section 1 of the Standing Rules be re-titled Section 2,
and that the existing Sections 2 and 3 that follow the existing Section 1 also be advanced seriatim to make room for a
new Section 1;
and that a new Section 1 be inserted, to read as follows:
   a) Faculty representation on standing committees shall be substantially proportional with respect to the
      various Colleges and Schools.
   b) Student representation on standing committees shall include one undergraduate student selected by
      CUSG for a one-year term, and one graduate student selected by UGGS for a one-year term.
   c) Except as otherwise provided by these Standing Rules, faculty representation on standing
      committees shall include two members of the Assembly to be elected by the Assembly at large for
      staggered, two-year terms not to exceed their tenure in the Assembly, and shall also include six Faculty
      Senate members to be elected by the Faculty Senate at-large for staggered, three-year terms.

Notice of Motion to the BFA Executive Committee: March 14, 2011
Notice of Motion to the BFA: April 7, 2011
Discussion followed. White reported that the language on proportionality is meant as a standard, not a rule, intended to give guidance to the Nominating and Elections Committee. He added that related issues the Committee may need to address is how to account for committees whose composition rules would necessarily deviate from the general rules, due to their unique mission.

Discussion followed. Feedback included:

- The language “substantially proportional” may need to be clarified – is it meant to acknowledge differences in the number of faculty in each college and school, or to acknowledge the presumably equal status of each college and school?
- The language “not to exceed their tenure in the assembly” may unfairly exclude certain people from serving, and may not be necessary.
- The language of item a) could be revised to clarify its aspirational nature.
- Item b) could include a caveat that failure by CUSG or UGGS to select a student representative will not interfere with the committee’s operations.

**BFA Administrator Appraisal Committee**

Committee Chair Catherine Kunce presented the following notice of motion:

---

**NOTICE OF MOTION**

BFA Administrator Appraisal Committee Resolution

Motion to Amend Administrator Appraisal Committee Policy

Whereas the Administrator Appraisal Committee’s policy regarding verbatim comments is inconsistent with itself,

BE IT RESOLVED that the policy be amended to include the highlighted text below: “unless the rater grants permission for the comments to be seen by others.”

From the policies (www.colorado.edu/FacultyGovernance/policies/AACPolicies.pdf):

“Opportunity is provided on both the Administrator Appraisal Questionnaire and on the BFA Satisfaction Questionnaire for raters to submit comments. Instructions to raters clearly state that all comments will be given verbatim (with no editing, including no removal of self-identifiers) to the members of the AAP Committee but will not be seen by anyone else, unless the rater grants permission for the comments to be seen by others. Raters shall be provided a reasonable means to elect whether their comments shall be reported verbatim.”

---

Notice of Motion to the BFA Executive Committee: April 4, 2011
Notice of Motion to the BFA: April 7, 2011

---

Kunce reported that the revision repairs a contradiction that was introduced last spring, when the BFA approved the addition of the line that reads “raters shall be provided a reasonable means to elect whether their comments shall be reported verbatim.”

There was no discussion.
Rosse thanked the committee for its work on this year’s appraisals and reported that the BFA will make the official results available online after the Provost has discussed them with Dean Heinz and Dean Shepard, who were the subjects of the program this year.

**BFA Instructors**

Suzanne Hudson presented the following notice of motion on behalf of a group of instructor members of the BFA:

~~ NOTICE OF MOTION ~~

**Boulder Faculty Assembly Resolution**
Resolution to Establish a BFA Committee for Instructor-Track Faculty
*Presented by BFA members Suzanne Hudson, Karen Ramirez, Catherine Kunce, Carrie Muir, Douglas Duncan, Carmen Grace, Antonia Greene, and Daria Kotys-Schwartz*

*Whereas* instructors and other "at-will" faculty form an indispensable part of the teaching mission of the University; and

*Whereas* significant concerns of lecturers and instructors are not consistently addressed by existing BFA committees;

Be it resolved that the BFA establish a standing committee to be known as the Committee for Instructor-track Faculty.

Notice of Motion to the BFA: April 7, 2011

Discussion followed. Hudson commented that the proposed committee could collaborate with other BFA committees where there are shared areas of interest. She added that the motion is to approve the concept of a committee and if approved next month, the Bylaws Committee must then bring a separate motion in the fall to revise the bylaws to include the new committee.

**III. Committee Report: BFA Intercollegiate Athletics Committee (IAC)**

Committee Chair Elizabeth Bradley gave the committees’ annual report, touching on the following topics of IAC discussion and action:

- The Boulder Athletics Board (BAB), which has oversight of policy issues, has languished since the departure last year of its most active member. The IAC focuses primarily on academics and student athletes, and does not want to take on the BAB’s areas of concern.
- A new committee in Athletics reviews prospective student athletes before they visit campus to prevent those with marginal academic records from matriculating.
- A new Herbst program monitors at-risk athletes to ensure attendance.
- IAC reviews the ARSC 1600 ‘life skills’ class curriculum every year, which is taken by every incoming student athlete.
- IAC reviewed CU’s concussion policies last fall and found them satisfactory.
- IAC reviews all proposed NCAA legislation for the Chancellor.
- At the beginning of each semester this year the IAC distributed the new student
athletes’ class conflict policy via E-Memo to the faculty.

- IAC successfully lobbied for faculty representation on the Transfer Appeals Committee, which hears appeals of denials of athletics-related financial aid due to a student not being released by a former coach. The Committee has asked the Chancellor to relocate the committee to his office to ensure appropriate oversight.
- IAC has similar concerns about another committee, which hears appeals of athletic scholarship non-renewals. IAC continues to seek faculty representation on that committee, which is housed in the office of the UCB Financial Aid Director.
- IAC continues to review UCB’s progress on recommendations in the COIA report (National Coalition for Intercollegiate Athletics).
- IAC monitors student athletes’ class and major choices to ensure they are not ‘clumping’ (they are not), and also their academic progress.

Bradley asked Rosse to set up a meeting with the Chancellor to resolve the IAC’s outstanding concerns about its request for faculty representation on the committees mentioned above, and about the possibility of revitalizing the BAB.

Bradley called attention to the handout distributed with today’s agenda that lists the IAC’s “weekday football game” recommendations. She requested feedback be noted on the handouts, and returned to her at Campus Box 430 UCB. Rosse added that the Chancellor and the Provost have strong interest in hearing the BFA’s recommendations.

Bradley concluded by reporting that the IAC will be involved in the NCAA recertification process in 2012.

IV. Committee Update: BFA Administrative Services and Technology Committee

Committee Chair Karen Ramirez introduced Associate Vice Chancellor and C.I.O. Larry Levine. Levine provided handouts [available on the BFA website at www.colorado.edu/FacultyGovernance/committees/adminservices.html ], and made the following report:

- **Desire 2 Learn “D2L.”** UCB is in the process of replacing its current Learning Management System (“LMS”), CU Learn, with D2L. D2L, which obviously will require those using CU Learn (and those using other or no LMS systems) to learn a new LMS, is a modern system with many advantages over CU Learn. CU Learn is the local name that was given to the underlying product, which is an obsolete version of an LMS from the vendor Blackboard.
  - D2L is an application on line, rather than software that runs on CU’s servers as CU Learn does. D2L is nevertheless customizable and may draw on various kinds of content, both local to CU or remote.
  - ITS has planned a phased process to implement D2L:
    - In the first phase (happening now) some may self-select to have the opportunity to experiment with D2L and provide feedback.
    - Beta testing will occur in Summer 2011. This is beta testing of our use of D2L, not of the D2L application, which is a mature product.
Faculty can opt-in to D2L in Fall 2011. CU Learn will be the default.

D2L will be the default system in Spring 2012 but CU Learn will still be there for faculty who want to use it.

Courses are planned to be fully migrated to D2L by Summer 2012.

ITS plans to turn off CU Learn in August, 2012, although CULearn courses will be archived in the new D2L system.

- None of these dates are absolutely certain and ITS is open to feedback, seeking to create a process that makes it as comfortable as possible for faculty to make this change.
- The process for fall’s opt-in period will be communicated to faculty as soon as it has been established.

**PC Procurement.** Last year UCB working with the other campuses and the PSC issued an RFP to a number of Windows-based personal computer vendors for a volume purchasing contract for both standard and customizable configurations. Dell was the successful bidder. ITS will soon issue information about how to access the new prices. We then plan to work with the campus to make available a campus-wide personal computer acquisition process that would allow standard configurations of personal computers to be maintained over the network and refreshed on a regular basis for up-to-date virus protection, operating system and application upgrades, on-line “pop-up consulting” support, and eventually back-up across the network.

**IT Security.** Faculty should be cognizant of the risks and take steps to protect their data. The following web sites provide further specific information:

- IT Security http://www.colorado.edu/itsecurity
- Safe File Transfer - https://accellion.colorado.edu
- Identity Finder - http://www.colorado.edu/itsecurity/identityfinder/
- PGP - http://www.colorado.edu/itsecurity/encryption/
- FERPA - http://registrar.colorado.edu/regulations/ferpa_guide.html

Discussion followed. Levine offered to have Dan Jones, head of IT security, to attend a BFA meeting to report on how the Campus manages security issues. Levine also made the additional points:

- ITS will soon be providing faculty with access to an enterprise file server, making it easier for faculty to safely back up their data.
- ITS will look into mechanisms to enable faculty to upgrade their IT equipment, especially to ensure that it can comply with current IT security standards, as per the PC Procurement program mentioned above.
- The Campus is currently migrating e-mail services to Microsoft Exchange. It is hoped that CU Link will be turned off within the next year. ITS will contact Faculty who have not yet made the migration, and will provide assistance and tools to make sure the migration is as smooth as possible. Again, ITS will work around faculty constraints rather than ask faculty to adhere to strict deadlines.

Rosse thanked Levine for his report.

V. BFA Officer and Executive Committee At-Large Candidate Statements
Rosse reported that the election of BFA officers and at-large executive committee representatives will occur at the April 28th BFA meeting, and that new and existing BFA members may make nominations until the election is concluded on that date.

Candidates for Chair Melinda Piket-May and Jerry Peterson, and candidate for Vice Chair Bill Emery, gave statements in support of their candidacies.

Rosse reported that no candidates have yet appeared for BFA Secretary or the two At-Large Executive Committee representative positions, and briefly described their duties:

- In addition to serving on the BFA Executive Committee the Secretary chairs the BFA Nominating and Elections Committee, which generates nominees for a great variety of faculty positions in all areas of campus governance. It provides an opportunity to network across the Boulder Campus and beyond.
- The At-Large BFA Executive Committee representatives also play a vital role by holding seats on the system-wide Faculty Council.

Rosse asked that nominations be directed to him or to the BFA Office.

VI. Adjournment

The meeting was adjourned at 5:30 p.m.

Respectfully submitted by Sierra Swearingen-Todd, BFA Coordinator.