



# Boulder Faculty Assembly

UNIVERSITY OF COLORADO **BOULDER**

To: BFA General Assembly Meeting Attendees  
From: Bob Ferry, BFA Chair  
Lynne Howard, BFA Coordinator  
RE: May 3<sup>rd</sup>, 2018 General Assembly Meeting Summary, documents, and links

Thank you for your participation and attendance at the May Assembly meeting. Please see below for a summary of agenda items, as well as related links and attachments. The final draft of meeting minutes will be emailed by May 15th for approval.

Thank you

- I. [BFA Resolution on Appointment Verification Notes \(amended\) - BFA-R-1-030118](#) -Catherine Kunce, Student Affairs Committee Co-chair  
The resolution was discussed and an edit was suggested for grammatical consistency. It carried with 27 in favor, 1 opposed, and 2 abstentions.
- II. [Motion to Amend BFA SR.Article VI. Meetings of Assembly, BFA-M-3-040518](#) – Adam Norris, BFA Bylaws Committee  
This motion updates BFA Standing Rules related to Assembly member attendees and agenda details. The motion carried.
- III. [BFA Assembly Address](#) – Phil DiStefano, Chancellor  
Chancellor DiStefano spoke to BFA Representatives regarding current topics on campus and his role. Discussion included: affordability of education; DACA; online education initiative; student well-being and health, and other items.
- IV. [BFA Support for Removing Biased FCQ Measures - BFA-M-1-040518](#) – Andrea Feldman, Diversity Committee Chair  
Discussion on the motion included a data presentation from Greg Carey, PSYCH. BFA Chair, Bob Ferry reminded Representatives that the BFA doesn't "own" the FCQ's. Although the motion encourages campus to remove the two items listed, it would not prevent units from using them, and/or adding other questions as they choose. The motion also makes other recommendations regarding the faculty teaching evaluation process generally, and increasing awareness of potential bias in FCQ survey data. Written ballots were requested and the motion passed with 23 in favor, 10 opposed, and 2 abstentions. Discussion with the Office of the Provost regarding the implementation of the Resolution will now take place.
- V. [BFA Elections](#) – Vicki Grove, BFA Secretary  
The following BFA Officers were elected unanimously:
  - . Adam Norris as BFA Secretary
  - a. Vicki Grove as BFA Vice-Chair
  - b. Bob Ferry as BFA Chair

Boulder Faculty Assembly (BFA)  
Regent 1B37 - UCB 046  
University of Colorado Boulder  
Boulder, CO 80309

303-492-6271

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## VI. New Business: – Bob Ferry

- [New Honor Code Processes Update](#) – the BFA and Student Affairs have created a new process for the Honor Code that includes an Advisory board that includes both students and faculty for the first time. The process began in January, and has worked through a large back-log of cases and has created a more timely and equitable system for both students and faculty. Reps are encouraged to let their constituents know about the new process, and to review the FAQ's on the above link to familiarize themselves with changes to the system.
- [Commencement](#) – faculty are encouraged to attend Commencement on **Thursday, May 10<sup>th</sup> at 8:30 a.m. at Folsom Field**. A free brunch is served to faculty who attend following commencement. See: [Faculty Commencement Info](#) & [CU Commencement Parking Info](#)
- William Kaempfer was also honored at the meeting with a special Lifetime Service award commemorating his long-time service to faculty and campus.

### Attachments:

- Student Affairs Committee Appt. Verification Notes, BFA-R-1-030118 - approved
- Bylaws Committee Motion to Amend Standing Rules Article VI, BFA-M-3-040518 approved
- New Standing Rules (newSR\_042718.pdf)
- Previous Standing Rules (oldSR.pdf)
- Diversity Committee Notice of Motion on FCQ's, BFA-M-1-040518 - approved

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BFA Student Affairs Committee Resolution  
Resolution Regarding Student Appointment Verification Notes- Amended  
BFA-R-1-030118

*Moved forward by the BFA Student Affairs Committee to the BFA Executive Committee on 2018 February 12  
Moved forward by the BFA Executive Committee to the full Assembly on 2018 March 1  
Amended by the BFA Student Affairs Committee and emailed to BFA Representatives 2018 April 30  
Resolution was passed by BFA Representatives with 27 in favor; 1 opposed; and 2 abstentions on 2018 May 5*

WHEREAS Appointment Verification notes provided by Wardenburg merely document that students had appointments, rather than indicating the severity or duration of students' conditions, or suggesting whether students were well enough to attend class or complete coursework, and

WHEREAS faculty frequently require Appointment Verification notes from students if they are to be excused for absences from classes, and

WHEREAS ill students sometimes feel driven to go to Wardenburg to obtain an Appointment Verification note, and/or to attend class to receive attendance credit, both of which might jeopardize the ill students' health and contribute to the spread of illness, and

WHEREAS course attendance policies are the purview of individual faculty, and

WHEREAS no one attendance policy is appropriate for all courses offered at CU Boulder:

BE IT MOVED that the BFA recommends:

- Whenever appropriate, faculty be discouraged from accepting and/or requiring Appointment Verification notes from Wardenburg as documentation of illness.
- When a student has an ongoing medical reason to miss classes and assignments (e.g. extended illness, serious injury), faculty should be encouraged to refer students to Student Support and Case Management. This organization will review the case and will communicate to all relevant faculty if the student has a documented need for leniency with respect to attendance and/or makeup work.
- Faculty are encouraged to explore alternative attendance policies that could serve both the academic purpose of the policy, while diminishing the pressure on students to risk their health and the health of the community for the sake of providing appointment documentation. Some faculty, for example, have found it useful to state on their syllabi the number of allowable absences for a course, without distinguishing whether those absences are "excused" or "unexcused."

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BFA Bylaws Committee Motion  
Amend the BFA Standing Rules, Article VI. Meetings of the Assembly  
BFA-M-3-040518

*Moved forward by the BFA Bylaws Committee to the BFA Executive Committee on 2018 March 23*  
*Amended version moved forward by the BFA Executive Committee to the BFA on 2018 April 30*  
*Emailed to BFA Representatives on 2018 May 1*  
*Motion was approved unanimously by BFA Representatives on 2018 May 5*

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**Whereas** the BFA Bylaws define the substantive spirit of the Assembly, while the Standing Rules expound upon the working procedures;

**Whereas** the BFA Bylaws and Standing Rules should have parallel structures that correspond, Article-to-Article, Section-to-Section, and so forth;

**Whereas** currently the BFA Bylaws and Standing Rules require some rearrangement to achieve the desired parallel structure;

therefore, the BFA Bylaws committee now

**Moves**, that:

1. changes in BFA Standing Rules, Article VI. Meetings of the Assembly, from the most recent approved version dated 2018-03-01, to the currently amended proposed version dated 2018-04-30, be approved and immediately adopted by the Assembly; and
2. to bring the Bylaws and Standing Rules into alignment, any and all necessary and appropriate changes in the BFA Bylaws resulting from this motion will be proposed and brought to the Assembly for approval when available.

*Approved by the BFA Executive Committee: March 23, 2018*  
*Approved by the BFA General Assembly: May 5, 2018*

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## Article VI. Meetings of the Assembly

### Section 1

- a) The regular meetings of the Assembly will be held at 4:00 p.m. on the first Thursday of each month. Special meetings may be held if recommended by the Executive Committee, or if called by at least five members of the Assembly.
- b) A quorum for a regular or special meeting of the Assembly shall be 40% of the voting members. Whether a quorum exists shall be determined at the time the meeting is called to order.

### Section 2

- a) Meetings of the assembly are open to all members of the Senate who are not members of the Assembly, and they may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- b) The Tri-Executives of the CUSG and the President of the UGGS are invited to attend meetings of the Assembly, and may speak on matters of interest to students when requested to do so by the Chair, or by vote of the Assembly.
- c) Designated liaisons from the campus administration are invited to attend meetings of the Assembly, and may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- d) The Chair of the Arts & Sciences Council, and Chairs of other campus faculty governance councils, are invited to attend meetings of the Assembly, and may speak on matters of interest to their respective constituencies when requested to do so by the Chair, or by vote of the Assembly.
- e) The Chair of the Staff Council, or a designated representative, is invited to attend meetings of the Assembly, and may speak on matters of interest to the staff when requested to do so by the Chair, or by vote of the Assembly.
- f) Appointees of the Chair are invited to attend meetings of the Assembly and they may speak according to their role (e.g. Parliamentarian), as requested by the Chair, or by vote of the Assembly.
- g) Meetings of the Assembly are open to observers from the Board of Regents, the campus Office of Strategic Relations or its current equivalent, observers from recognized news media, and other invited guests. The name and affiliation of each observer and guest present shall be announced by the Chair of the assembly at the beginning of each meeting.

### Section 3

- a) The meeting agenda order shall be:
  - I. Verify Quorum, Call to Order, Announce Guests
  - II. Announce Approval of Minutes of the preceding meeting
  - III. Call for New Notices of Motion
  - IV. Administrative Reports
  - V. Report of the Executive Committee
  - VI. Reports of Standing Committees
  - VII. Reports of Ad Hoc Committees
  - VIII. Unfinished Business
  - IX. New Business
  - X. Adjournment

## Section 4

- a) Voting procedures at meetings **for business and general issues of interest to the BFA**
  - i) Members of the Assembly may not vote by absentee ballot.
  - ii) A voting member of the Assembly may cast a proxy vote only if he or she was in attendance, but must leave a meeting of the Assembly prior to balloting. The proxy ballot may be cast either by a written and signed statement that clearly identifies the matter at issue and the vote to be recorded, or by a written and signed statement authorizing a named member of the Assembly who is in attendance at the time of balloting to cast a vote on behalf of the absent member. No member may be named on more than one proxy for a particular vote. Proxies assigned to a named member may not be assigned subsequently to another member. All proxy statements shall be given to the Recording Secretary when the member leaves the meeting.
  - iii) **A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present. If approved, the secret ballot will take precedence over a roll call vote.**
  - iv) **In the absence of an approved secret ballot request, a roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.**
  - v) E-mail votes. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for an e-mail vote shall be established for that vote prior to it being taken. Such procedures shall be devised to effectuate the principle of democratic governance and, further, shall be appropriate to the nature of the matter under consideration.
- b) **Voting Procedures for** for Elections Conducted at Assembly Meetings
  - i) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees. **The ballots will be distributed to voting members during the meeting, just prior to the election.**
  - ii) In the voting for officers of the Assembly, a nominee must receive the affirmative votes of a simple majority of those voting to be declared elected. If no nominee receives a majority, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting will be repeated until one nominee receives a majority of the votes cast.
  - iii) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

## Section 5

### a) Committee Reports

The following will be the procedure for bringing reports from standing or ad hoc committees to the Assembly for consideration.

- i. The report will be submitted to the Executive Committee, which may vote to forward the report to the full Assembly or request more information.
- ii. No final action on a report or on proposed amendments of its recommendations may be taken at the Assembly meeting at which it is first presented. Discussion and debate may take place, and notices of motion to amend the recommendations made in a report may be received.
- iii. Final action on the report and on any amendments to its recommendations may be taken at the next meeting of the Assembly.

## Section 6

### a) Notices of Motion **on Matters of New Business**

- i) Written notice of motion must be delivered to the Chair of the Assembly at least ten days in advance of the meeting at which it is proposed that the submission of the item be reported. The text of the motion will be distributed with the meeting agenda.
- ii) Motions for which previous notice has not been given (as required in i) above) may be introduced at the discretion of the Chair following the approval of the minutes. These motions shall be read without debate or action. Such motions may be debated following the close of that part of the agenda devoted to New Business.

# STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

Approved March 1, 2018

(Unchanged since at least November 3, 2011)

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## Article VI. Meetings of the Assembly

### Section 1

#### Procedures

- a) The regular meetings of the Assembly will be held at 4:00 p.m. on a designated Thursday of each month. Special meetings may be held if recommended by the Executive Committee or if called by at least five members of the Assembly.
- b) The Tri-Executives of the CUSG and the President of the UGGS are invited to attend meetings of the Assembly, and may speak on matters of interest to students when requested to do so by the Chair or by vote of the Assembly.
- c) The Chair (or Co-Chair) of the Staff Council is invited to attend meetings of the Assembly, and may speak on matters of interest to the staff when requested to do so by the Chair or by vote of the Assembly.
- d) Meetings of the Assembly are open to representatives from the campus Office of Public Relations, to representatives from recognized news media, and other invited guests. The name and affiliation of each representative and guest present shall be announced by the Chair of the assembly at the beginning of each meeting.
- e) A quorum for a regular or special meeting of the Assembly shall be 40% of the voting members. Whether a quorum exists shall be determined at the time the meeting is called to order.
- f) Members of the Assembly may not vote by absentee ballot.
- g) A voting member of the Assembly may cast a proxy vote only if he or she was in attendance, but must leave a meeting of the Assembly prior to balloting. The proxy ballot may be cast either by a written and signed statement that clearly identifies the matter at issue and the vote to be recorded, or by a written and signed statement authorizing a named member of the Assembly who is in attendance at the time of balloting to cast a vote on behalf of the absent member. No member may be named on more than one proxy for a particular vote. Proxies assigned to a named member may not be assigned subsequently to another member. All proxy statements shall be given to the Recording Secretary when the member leaves the meeting.
- h) A roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.
- i) A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present.
- j) If a roll call vote and a secret written ballot are requested on the same issue pending before the Assembly, and each request receives the support of at least three voting members present, the request for a secret written ballot shall prevail.
- k) E-mail votes. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for an e-mail vote shall be established for that vote prior to it being taken. Such procedures shall be devised to effectuate the principle of democratic governance and, further, shall be appropriate to the nature of the matter under consideration.
- l) The meeting agenda shall be:
  - I. Call to Order
  - II. Approval of Minutes of the preceding meeting if not already approved
  - III. Call for New Notices of Motion
  - IV. Administrative Reports

- V. Report of the Executive Committee
- VI. Reports of Standing Committees
- VII. Reports of Ad Hoc Committees
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

## **Section 2**

### Notice of Motion

- a) On matters of New Business, written notice of motion must be delivered to the Chair of the Assembly at least ten days in advance of the meeting at which it is proposed that the submission of the item be reported. The text of the motion will be distributed with the meeting agenda.
- b) Motions for which previous notice has not been given (as required in a) above) may be introduced at the discretion of the Chair following the approval of the minutes. These motions shall read without debate or action. Such motions may be debated following the close of that part of the agenda devoted to New Business.

## **Section 3**

### Committee Reports

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- ii. No final action on a report or on proposed amendments of its recommendations may be taken at the Assembly meeting at which it is first presented. Discussion and debate may take place, and notices of motion to amend the recommendations made in a report may be received.
- iii. Final action on the report and on any amendments to its recommendations may be taken at the next meeting of the Assembly.

## **Section 4**

### Elections Conducted at Assembly Meetings

- a) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees.
- b) In the voting for officers of the Assembly, a nominee must receive the affirmative votes of a simple majority of those voting to be declared elected. If no nominee receives a majority, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting will be repeated until one nominee receives a majority of the votes cast.
- c) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

## **Section 5**

### Further Procedures.

Matters of procedure not covered by the Bylaws or the Standing Rules of the Boulder Faculty Assembly will be handled according to the latest revision of Robert's Rules of Order.





# Boulder Faculty Assembly

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BFA Diversity Committee Draft Resolution on  
BFA Support for Removing Biased FCQ Measures for Evaluation of Teaching in Promotion, Tenure,  
Reappointment, and Merit Evaluation - Amended  
**BFA-M-1-040518**

*Moved forward by the BFA Diversity Committee to the BFA Executive Committee on 2018 March 19  
Moved forward by the BFA Executive Committee to the full Assembly on 2018 April 5  
Amended and emailed to BFA Representatives on 2018 April 25 for consideration prior to May Assembly  
With 23 votes in favor; 10 opposed; and 2 abstentions the Resolution carried on 2018 May 5*

**Whereas** experimental studies,<sup>1</sup> observational data from within CU,<sup>2</sup> and studies by CU-Boulder faculty,<sup>3</sup> suggest that student evaluations of Professors and Instructors using tools such as Faculty Course Questionnaires (FCQs) may be biased against members of several protected classes, including race, ethnicity, and/or gender; and

**Whereas** non-discrimination laws and the University of Colorado's own policies prohibit discrimination against members of protected classes in employment matters;<sup>4</sup> and

**Whereas** using a biased instrument to evaluate employee performance is a form of discrimination; and

**Whereas** CU-Boulder's official policy is that "The University of Colorado Boulder (CU-Boulder) is committed to providing an inclusive environment where all individuals can achieve their academic and professional aspirations free from discrimination, harassment, and /or related retaliation based upon protected classes,"<sup>5</sup>

Therefore, now be it

**Resolved** that the Boulder Faculty Assembly recommends that:

1. FCQ questions should not ask students to evaluate the instructor in a way that the instructor's personal identity characteristics are highly likely to be brought into question. Specifically, the current questions that ask students to "Rate the instructor overall" and "Rate the course overall" should be immediately removed; and
2. Consistent with the policies of the University of Colorado,<sup>6</sup> the CU-Boulder Campus works to replace current FCQs with a student evaluation that is evidence-based and uses questions designed to

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<sup>1</sup> <https://www.econstor.eu/handle/10419/170984>, accessed 12/04/17;

<http://dx.doi.org/10.1615/JWomenMinorScienEng.2017013584>, accessed 12/04/17;

<https://www.insidehighered.com/news/2018/03/14/study-says-students-rate-men-more-highly-women-even-when-theyre-teaching-identical>; accessed 3/14/18

<sup>2</sup> <https://www.colorado.edu/fcq/sites/default/files/attached-files/ethgendeffects.pdf>, accessed 12/04/17

<sup>3</sup> <http://amj.aom.org/content/53/2/238.abstract>, accessed 12/04/17

<sup>4</sup> A list of relevant Federal laws and CU policies are available at <https://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures> , accessed 12/04/17

<sup>5</sup> *Ibid*

<sup>6</sup> <https://www.cu.edu/ope/aps/1009>, accessed 4/10/18; see also <https://www.colorado.edu/fcq/>



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limit bias against protected classes. Potential frameworks for doing so are currently in development at many universities, including federally funded efforts on the CU-Boulder campus.<sup>7</sup> In this process,

the campus should conduct appropriate evidence-based studies at CU to understand and limit bias as much as possible.

3. Whether or not FCQs are revised or replaced, awareness of biases in evaluation must be increased campus-wide.
4. Consistent with University and Campus policies around reappointment, promotion, and tenure,<sup>8</sup> multiple measures must be used in evaluations of teaching. Evaluation committees at all levels of the University should give weight to measures that are likely to have the least bias.
5. Given that it may be impossible to eliminate bias from survey data, it may be most appropriate to consider using surveys such as FCQs as formative assessments that help guide revision of teaching and curriculum, and not for summative personnel evaluations.

*Approved by the BFA Executive Committee: March 19, 2018*

*Approved by the BFA General Assembly: May 5, 2018*

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<sup>7</sup> <https://www.colorado.edu/teaching-quality-framework/>, accessed 12/04/17

<sup>8</sup> <https://www.cu.edu/ope/aps/1009>, and <https://www.colorado.edu/facultyaffairs/career-milestones/reappointment-promotion-and-tenure/relevant-policies-and-procedures-0>, accessed 3/7/18. See also report by then AVC Todd Gleeson: <https://artsandsciences.colorado.edu/facstaff-old/docs/MultipleMeasures.pdf>, accessed 3/7/18