

Executive Committee Year-End Report, 2014-2015

Due to conflicting schedules the Executive Committee typically did not hold regular meetings, instead conducting most business via e-mail or informally after Senate meetings. The Executive Committee items for this year fall into the following categories:

- 1) Forums on Shared Governance
- 2) Meetings with the President
- 3) Academic Vision Project
- 4) Post-tenure review
- 5) Requests and Resolutions
- 6) Faculty Senate Survey
- 7) Miscellaneous Items
- 8) Senate Issue Tracking sheet

Item 1: Forums on Shared Governance

At the request of the Faculty Senate the Forums on Shared Governance were moved to a “1 hour, 1 topic” format. The dates and topics for the various Forums were:

- 10/13/2014 : Adjunct Issues (Faculty)
- 11/13/2014 : The University budget (Administrative)
- 3/9/2015 : University Marketing (Administrative)
- 4/24/2015 : The Senate proposal on post-tenure review (Faculty)

Notes and other documents from the Shared Governance Forums are available on the Senate website.

Item 2: Meetings with the President

The Executive Committee met with President Burrage four times in AY 14-15 (one meeting was canceled due to weather and another cancelled due to the lack of pressing agenda items):

- 8/20/2014: The initial meeting with President Burrage introduced him to the Executive Committee, talked about how the Senate interacts with the President, and an overview of Senate work (past successes, ongoing projects, and future items).
- 10/27/2014: The topics for this meeting were followup discussions on adjunct issues from the Forum on Shared Governance and travel issues (encumbrance and reimbursements)
- 2/12/2015: The topics for this meeting were the University Mission (including marketing and fundraising), recruitment and concurrent enrollment, and a proposal on adjunct compensation.
- 4/16/2015: The topics for this meeting were post-tenure review and the University budget for AY 15-16 (information from the legislature, increase in money spent on various categories since FY 2000).

Item 3: The Academic Vision Project

In the F14 semester the Executive Committee worked together with VP's McMillan and Clark to lay the groundwork for the Academic Visioning project. These meetings included discussions about what our project might look like, suggested readings on visioning and visioning-related topics, and getting sample vision statements and visioning processes from other universities. These meetings were held on 10/6/2014, 10/13/2014, 10/27/2014, 11/3/2014, and 11/10/2014.

In the S15 semester the primary work on the visioning process was done by the Academic Vision Steering Team, with the Senate Chair as a member to act as a liaison between the Steering Team and the Faculty Senate. The Steering Team met on 2/27/2015, 3/5/2015, 3/6/2015, 4/1/2015, 4/10/2015, and 4/29/2015.

The actual Visioning Project dates were 3/25/2015, 4/1/2015, 4/22/2015, and 4/29/2015. The Executive Committee worked on an analysis of comments from the last four years of Senate surveys from 3/18/2015-3/21/2015 and presented the results at the first meeting of the Visioning project.

Item 4: Post-Tenure Review

The Executive Committee met in July 2014 to discuss the comments and feedback on the Senate post-tenure review draft (comments were gathered from both the faculty and department chairs the previous spring). The comments were grouped by topic, with some elements being incorporated into a new draft and others rejected. The comment groups were addressed and the responses compiled into a report that was sent back to the Academic Council. In October 2014 the new draft was sent back to the Academic Council for a final round of feedback. The Senate Chair attended a few Academic Council meetings to answer questions about and discuss the draft; the Academic Council moved to recommend some changes to the draft in March 2015. These changes were incorporated into a new draft in April 2015, which was approved by the Senate 15-0 with one minor change. The AAUP chapter was given a chance to comment on the draft prior to the Senate vote. The history, principles, and highlights of the proposal were the topic of the Forum on Shared Governance on 4/23/2015.

Item 5: Requests and Resolutions

The following documents were sent on behalf of the Senate in AY 14-15 (note that the "date sent" typically lags behind the Senate approval dates due to the time to write and check formal language before sending it to the appropriate party):

Amendment to the Senate Constitution - University Affairs Committee (sent 9/29/2014)

A Proposal on Compensation for Faculty who Fill in for Absent Colleagues (sent 10/8/2014)

A Resolution Against Granting Faculty Status to Staff Positions without Primarily Instructional Duties (sent 10/26/2014)

A Motion to Correct the APPM (Grievance policy) (sent 11/18/2014)

Amendment to the Senate Constitution - Archivist Position (sent 11/18/2014)

Amendment to the Senate Constitution - Special Elections (sent 11/18/2014)

A Clarification on References to Annual Review/Evaluation in the Senate Post-tenure Policy Draft (sent 11/21/2014)

A Resolution Supporting Unified Withdrawal Dates (sent 12/2/2014)

A Resolution Stating the Senate Position on Guns on Campus (sent 2/8/2015)

Proposed Change to the Personal Leave Policy (sent 2/8/2015)

A Response to a Request for Information from the Northeastern Faculty Council (sent 2/9/2015)

Item 6: The Faculty Senate Survey

Printed copies of the results of the 2014 Faculty Senate Survey were given to Executive Dean Lucretia Scoufos, Vice President McMillan, and President Burrage in August of 2014.

For the 2015 survey the Executive Committee updated some of the questions from the previous year and eliminated others to reduce the size of the instrument. President Burrage was given the opportunity to add questions or comment on existing ones. The survey was given an exemption from further review by the Human Subjects Research Review Committee on 4/13/2015, and will be administered from 4/27/2015 to 5/9/2015.

Item 7: Miscellaneous Items

Faculty Senate FAQ: The Senate FAQ was updated on August 2014 and color copies were given to new faculty during their orientation.

Senate Committees: The membership and charges for individual Senate committees were set by the Executive Committee on 9/3/2014.

Elections of Senators: Regular elections were held from 8/12/2015 to 8/22/2015. 2 seats were initially vacant (1 in A&S, 1 in EBS). These were filled along together with a third vacant seat (opened due to a resignation) by a special election held from 11/11/2014 to 11/14/2014.

Election of the Chair-Elect: A regular election was held for the Chair-Elect position coming open in August 2015. The election was held from 4/5/2015 to 4/9/2015, with Dr. Daniel Althoff winning the election.

Administrative Council: The Senate Chair attended Administrative Council meetings on 9/15/2014, 10/13/2014, 12/8/2014, 1/12/2015, 2/26/2015, and 3/23/2013, with a final meeting planned for 5/4/2015. Informational items were occasionally brought back to the Senate and major Senate items (such as information on Shared Governance Forums) were brought to the Administrative Council.

Senate-Sponsored Lunches: The Faculty Senate sponsored lunches in the Faculty Lounge for two days during finals week in both the fall and spring semesters. Feedback from the fall semester was very positive (the spring lunches will be after this report is filed).

Item 8: Senate Issue Tracking Sheet

Attached is the Senate Chair's issue tracker (up to the morning of 4/27/2015). This contains a record of various issues and requests and how/when/if they were completed. Please note that when an item is marked "closed" it does not mean that the topic is closed, only the specific action has been completed (so the same issue may appear more than once as a request is made, Senate moves on it, etc.).

Item Topic	Submitted by	Action Requested	Item Origin Date	Status	Action(s) Taken
% of tenured faculty followup	Senate (consensus)	Ask Doug if there had been any determination if the 2/3 was a guideline or hard rule.	Feb 26, 2014	CLOSED	As of Fall 2014 we are at 63%. Guideline is thought to be soft as long as we remain in the 60's. (meeting on 9/8/14 with VP McMillian, reported to Executive committee).
Examination of Senate terms	Senate (approved)	Have the Executive Committee rebalance Senate terms (by shortening only) to comply with the 1/3 requirement for annual elections. Needs to be complete (including notifications) by August 1.	Apr 9, 2014	CLOSED	Executive committee met and discussed on 7/1 and finalized terms (see EC minutes). Notification sent on 7/14.
Analyze 2014 Senate Survey	Senate Chair	Analyze 2014 Senate survey; include subpopulation sorts for both multiple choice and comments	Apr 17, 2014	CLOSED	survey closed on 5/7. Analysis done by Chair, EC approval (formatting needed) on 7/1. Sent to President, VP, and Dean. Posted in August (note additional item on surveys)
Change in Archivist position nature	Personnel Policies	Charge the PPC with considering making the Archivist a generally-elected position with a 2 year term, elections in spring offset with chair elect	Apr 21, 2014	CLOSED	Charge given to the Personnel Policies Committee on 9/6/14.
Electronic vote on Committee appointments	Senate	Report on electronic vote on committee appointments at the first Senate meeting in the fall	May 12, 2014	CLOSED	Vote done via e-mail discussion (5/6-5/8) and SurveyMonkey (5/8-5/10), 17-0 in favor, confirmed by Parliamentarian on 5/12. Reported to Senate at meeting on 9/3.
When do faculty have to be on campus?	Faculty Member	Faculty member told syllabi are due on 8/8, and to plan to be on campus 8/11-15. Needs reconciling with the policy in APPM (5.2-1)	May 1, 2014	CLOSED	Charge given to the Personnel Policies Committee on 9/6/14.
Introductory documents for President Burrage	Executive Committee	Prepare 2 documents for an introductory meeting with President Burrage: 1 on how the Senate/ President interact and another on Senate issues/ accomplishments	Jul 1, 2014	CLOSED	Prepared for meeting with President Burrage on 8/20; included as additional documents for the Executive committee for the 9/3 Senate meeting.
CIDT/Video policy	Christala Smith	Asked to be put on Fall agenda regarding policy/ form for videos created through the CIDT filming center	Jul 2, 2014	CLOSED	Placed on agenda for 9/3; comments for form requested by next Senate meeting. 1 comment sent to Christala on 9/16
Policy on Senate Surveys	Dean Scourfos (seconded by others)	Consider putting a policy in place for removing unprofessional comments from surveys	Aug 10, 2014	CLOSED	Draft policy given to Executive committee for comment on 8/20. Minor revisions followed. placed on 9/17 agenda. Discussion started, postponed to 10/8 agenda. Decision on 10/8 indicated to post on intranet/blackboard. Dean Scourfos e-mailed.
Request for Intranet	Shannon McCraw	Getting a place to post documents internally that is not available to outside entities (for documents that may be sensitive)	Aug 14, 2014	CLOSED	Decision to handle this via blackboard course reached on 10/8; request will need to be made to CIDT
Faculty Senate donations in memory of Joan Minks	Senate Chair	Report on the money collected in memory of Joan Minks	Jun 24, 2014	CLOSED	\$190 collected and donated to St. Catherine's food bank. Reported at 9/3/14 meeting (including the thank you notes)
Vacant Senate positions	Senate (approved)	E-mail faculty about vacant positions in October with elections to be held early November, term starting in January	Sep 3, 2014	CLOSED	Sent on Monday 10/28; reminder sent 11/3.
Staff with faculty rank	VP McMillian	Get faculty feedback on the possibility of certain staff positions getting faculty rank (such as Director of International Studies)	Sep 8, 2014	CLOSED	VP McMillian placed on 10/8 agenda
Postpone Senate Finance Discussion	NA	Postpone discussion until 10/8	Oct 8, 2014	CLOSED	Placed on revised 10/8 agenda
Unifying the dates for withdrawal	Tim Boatman	Place Tim Boatman and Kristie Luke on a senate agenda	Oct 2, 2014	CLOSED	Get them on a Senate agenda to discussing simplifying the withdrawal dates. Placed on 11/19 agenda. Reminder sent about documents.
Resolution on staff with faculty rank	VP Mcmillan	Send resolution stating staff should not hold rank unless they have instructional duties	Oct 8, 2014	CLOSED	Received formal language on 10/21; sent on 10/26.
Amendment on Elections	Senate (approved)	Send amendment (approved 16-0) on handling elections for vacant positions to VP's Clark and McMillian	Oct 8, 2014	CLOSED	Received formal language on 11/18; sent signed version to VP's Clark and McMillian on 11/8
Amendment on the Archivist Position	Senate (approved)	Send amendment (approved 16-0) on changes to the Archivist position to VP's Clark and McMillian	Oct 8, 2014	CLOSED	Received formal language on 11/18; sent signed version to VP's Clark and McMillian on 11/8

Item Topic	Submitted by	Action Requested	Item Origin Date	Status	Action(s) Taken
Grievance policy language changes in APPM	Senate (approved)	Send proposed changes in grievance policy to VP McMillan (swap in FGC for FAC)	Oct 8, 2014	CLOSED	Received formal language on 11/1/18; sent signed version to VPs Clark and McMillan on 11/1/8
PPC proposal on compensation for substitute faculty	Senate (approved)	Send PPC proposal to VP Walkup, cc'd to Doug and Bryon	Oct 8, 2014	CLOSED	Received formal language on 10/22; sent on 10/26. Response due back by 12/11.
Request for Blackboard course open to all faculty	Senate (approved)	Request CIDI make a blackboard course that is open to all faculty, owned by the Senate Archivist. This will allow posting of more sensitive documents in a private fashion	Oct 8, 2014	OPEN	
Postpone Senate Finance Discussion	NA	Postpone discussion until 10/22 meeting, list as high priority (postponed from 9/17)	Oct 8, 2014	CLOSED	Note: Place as high as possible without interfering with motions from committee reports - send reminder to committee chairs before break. Done and placed 2nd on 10/22 agenda
Postpone discussion of adjunct representation on Faculty Senate	NA	Postpone discussion until 10/22 meeting, list as high priority (postponed from 10/8)	Oct 8, 2014	CLOSED	Note: Place as high as possible without interfering with motions from committee reports - send reminder to committee chairs before break. Done and placed 2nd on 10/22 agenda
Get nominations for Senate special election	NA	Send e-mail to faculty about nominations for the open positions in EBS and A&S (including Alistair's)	Oct 25, 2014	CLOSED	E-mail sent on 10/27; reminder sent 11/3
Send out a "what has the Senate been doing" -type e-mail (recurring)	Senate (approved)	Send out a quick recap of topics from Senate meetings	Oct 22, 2014	CLOSED	First notice composed via e-mail discussion on 10/22-23, sent 10/24. Practice will be. Recorder composes initial draft. Executive Committee revises, Chair sends.
Run special Senate elections	Senate	Run special elections via Survey/Monkey	Oct 27, 2014	CLOSED	Elections opened on Survey/Monkey 11/11, closed 11/14.
Send clarification motion on PTR to Academic Council	Senate (approved)	Send the clarification motion from the 11/5 meeting to the AC	Nov 5, 2014	CLOSED	Waiting on formal language from Dan; received reformatted version from William on 11/10. Received versions from Dan on 11/20, send 11/21
Senate special election reporting	NA	Report to nominees and Senate on the election results	Nov 14, 2014	CLOSED	Executive committee notified of results on 11/16; placed on Senate agenda for 11/19; nominees notified on 11/19; announcement via e-mail on 11/21
Motion on Unifying Academic Withdrawal date	Senate (approved)	Send motion endorsing unifying withdrawal dates @ the 75% mark to Academic Council, CC'd Tim, Kristie, VP McMillan	Nov 19, 2014	CLOSED	Formal endorsement sent to Academic Council VP McMillan, Tim Boatman, and Kristie Luke on 12/2.
Senate sponsored lunches during fall finals week	Senate	Bring signup sheets for the 12/8 and 12/10 dates to the December Senate meeting	Nov 19, 2014	CLOSED	Lunches held Monday and Wednesday - lots of positive feedback.
Items for future meetings with the President	Executive Committee	Future items for investigation: enhancing concurrent enrollment, using inflation rather than static adjustments for faculty salaries, seeing how much of a lift there'd be in adjunct salaries from a dedicated \$1 tuition increase	Nov 20, 2014	CLOSED	Dates for meeting with the President set, February meeting held and enrollment, marketing, and adjunct salary proposals discussed.
Report back on Senate proposal on compensation for substitute faculty	VP McMillan	Report back to Senate on Administrative response to the Senate recommendation on fill-in faculty (they will pro-rate at high-demand adjunct rate of \$3500 per course)	Dec 1, 2014	CLOSED	Put on Senate agenda for 12/3
Treasurer's Report	Dennis Brewster	Add Treasurer's report to the Feb. 4 agenda	Jan 20, 2015	CLOSED	Added to 2/4 agenda; pushed back to the 2/15 agenda at Dennis' request.
Policy limiting personal leave	Academic Council (Glenn Melancon)	Proposed change to APPM limiting "automatic" personal leave to 2 days per semester, with additional days allowed at the discretion of the department chair.	Jan 22, 2015	CLOSED	Forwarded to Hal on 1/22/15. Placed on 2/4 agenda. Proposal passed with 2 amendments; sent to VP McMillan and CC'd to Glenn Melancon on 2/8/15
Senate Position: Guns on Campus	President Burrage	Request for Senate position about guns on campus	Jan 30, 2015	CLOSED	Placed on 2/4 agenda; earlier Senate motion found in minutes of 3/9/11 meeting. Resolution passed; sent to President via e-mail on 2/8, hardcopy 2/12.

Item Topic	Submitted by	Action Requested	Item Origin Date	Status	Action(s) Taken
Request for policy/practice information from the Northeastern Faculty Council	Dr. Cheryl Van Den Handel	Request for information on current policy/practices about summer compensation, online course enrollments, and overload compensation	Jan 26, 2015	CLOSED	Draft written, sent to Exec. Council and VP McMillan; feedback from VP McMillan added. Summer course policy checked with EDAA Scouts. Sent on 2/6 via e-mail, hardcopy on 2/9.
Academic Visioning project report	VP McMillan	Create a presentation for the Academic Vision Project meeting on 3/25 based on Senate surveys	Mar 6, 2015	CLOSED	Input requested from Senate on 3/11; draft sent to Executive committee for review on 3/18.
Chair-Elect nominations	Senate	Start nominations on 3/22, open until 3/27. Elections 4/6-10	Mar 11, 2015	CLOSED	Nominations extended until 4/2. Nominees are Dr. Althoff and Dr. Maaer.
Chair-Elect election	Senate	Hold Election for chair-elect from 4/6-4/10	Apr 10, 2015	CLOSED	Elections held via Survey/Monkey; tally verified by Parliamentarian, winner Dr. Althoff.
Senate award nomination confirmations	William Fridley	Potential change for next year - that people nominating faculty for a Senate award be given an e-mail confirmation at the time of nomination and when the nomination text is added to the ballot info (or a single combined e-mail)	Apr 20, 2015	POTENTIAL SENATE CHARGE FOR 2015-2016	
2015 Senate Survey (annual)	Senate	Prepare and administer annual Senate Survey of all faculty	Apr 6, 2015	CLOSED	First survey draft sent to Executive Committee 4/6; President Burrage given the opportunity to add questions. Survey sent to Human Subjects Research Review Committee 4/13 and approved. Administration via SurveyMonkey opened on 4/27, to last through 5/9.
Send survey *to* Faculty Senate	Senate Chair	Prepare, administer, and analyze on survey of Senators (questions on by/laws, Senate mechanisms, future charges). No report needed	Apr 21, 2015	OPEN	Survey written 4/21; approved by Executive committee 4/26; will open to Senate on 4/29 with closure on 5/6.
Analyze 2015 Senate Survey	Senate Chair	Analyze 2015 Senate survey; full report to go to Executive Committee and Administrators and to be made available to faculty in a private fashion, analysis of quantitative responses to be published in Senate documents	Apr 27, 2015	OPEN	Waiting on end of survey period
Senate sponsored lunches during spring finals week	Senate	Bring signup sheets for the 4/29 meeting; planned dates are 5/4 and 5/5	Apr 27, 2015	OPEN	