

Report on the Forum on Shared Governance

Monday, October 3, 2016 at 3:00 in Russell 300

A Committee Structure that Works for Us

The topic was chosen by the Faculty Senate

There were approximately 50 in attendance

Faculty Senate Chair Steven Emge welcomed the audience and introduced the topic by noting that the Faculty Senate's Personnel Policies Committee and the Committee on Committees had worked through the spring 2016 semester and into the summer to edit, update, and streamline the portions of the [Academic Policies and Procedures Manual](#) (APPM) related to the university committee structure (APPM 3.3.2). These changes were published in the APPM in August, 2016.

Faculty Senate Archivist William Fridley operated the projection of the APPM and the Faculty Senate webpages to accompany the speakers.

Directors and chairs of the university committees and councils each spoke briefly about the current work and responsibilities of their committees.

- **[Academic Appeals Committee](#): Karl Frinkle**
Frinkle followed up on Doug Wood's presentation on academic appeals at the Faculty Symposium, noting the importance of faculty having and following a clear grading system, and carefully documenting grades and attendance for the Early Assessment Reports (EARs). Frinkle noted that there has been some recent discussion about how much of the committee's work could be done through electronic communication. He also reminded faculty that paper work for appeals goes through Dyanna Bowen in Academic Affairs.
- **[Academic Council](#): Randy Prus**
- **[Bachelor of Science in Liberal Arts and Studies Coordinating Committee](#): Randy Prus**
Prus noted that this is a new committee and briefly described their function and their work on developing a system for assessing the program's objectives.
- **[Campus Sustainability Committee](#): Amy Madewell**
Madewell noted that a student member for the committee had been appointed.
- **[Curriculum Committee](#): Han-Sheng Chen**
Chen explained the Curricular Change forms and informed faculty of their online location. It was also noted that Krista Ramirez had been appointed to the committee as the Library representative.
- **[Distance Education Council](#): Christala Smith**
- **[Faculty Appellate Committee](#): Mark Spencer**

Spencer noted that there have been no appeals of promotion and tenure in the last three years. He discussed some of the procedural problems that were the source of several appeals in the past and that these problems had been successfully addressed with the Faculty Senate's changes in the P & T policy (implemented in the fall of 2013).

- **Faculty Grievance Committee: Stewart Mayers**
- **General Education Council: Brett Elliott**
Elliott noted there is continuing work on decreasing the numbers of goals and outcomes and “closing the loop” in the assessment of these outcomes. A faculty member recommended exploring the need for more programs being represented on the GEC.
- **Graduate Council: Jerry Stout**
Stout mentioned that the membership statement and composition of the Graduate Council needs to be reviewed and perhaps updated.
- **Honors Committee: Meg Cotter-Lynch and Diane Dixon**
Cotter-Lynch informed us of new appointments to the committee: a representative for AOC (Clifford Cox), the designee from the VPAA, and (Brett Elliott) a student representative. She also noted that Diane Dixon was elected as chair of the committee and Charla Hall as the vice-chair.
- **Institutional Animal Care and Use Committee: Brooks Flippen**
Flippen noted that this is a new committee and briefly explained the rationale for its creation.
- **Institutional Review Board: Brooks Flippen**
Flippen noted the name change for this committee (formerly Human Subjects Research and Review Committee). He explained the application process and bylaws and identified where to locate these forms and documents on the website. Flippen recommended that in those cases where classes are engaged in research, the instructor first review the student applications and then forward these to the IRB.
- **Institutional Assessment Committee: Kay Daigle**
Daigle mentioned discussion about moving from Task Stream to some other form and tool for collecting and processing assessment data.
- **Library Committee: Sandra Thomas**
- **Organized Research and Program Review Committee: no speaker**
- **Teacher Education Council: Vivian Guarnera**
- **Administrative Council: President Sean Burrage**
Burrage explained that meetings of the Administrative Council do not include the Executive Team. The purpose of this move is to facilitate the free flow of conversation. It was also noted that informal notes/minutes from these meetings would be taken and disseminated in a timely manner and would also be sent to the FS Archivist for posting on the website.

A Committee Structure that Works for Us

The work of university committees and councils (known as General Faculty Committees and Councils) has always been essential to the shared governance of our university community. This period of reorganization has cast a new light on these committees. Reduction in administration, faculty, and staff presents challenges, **and** opportunities for faculty to participate in determining the destiny of our university. Let us work with what we have, and make sure what we have works!

Structure

Please see the revised section of the [Academic Policies and Procedures Manual](#) (APPM 3.3.2 - 3.6) and the [University Committees page](#) on the Faculty Senate website to acquaint yourselves with the changes in the committee structure and its organizational principles.

Membership

We want to thank Dean of Students Liz McCraw and the Student Government Association for making student appointments to committees and councils. The student appointments are now listed for each committee and council with their student email address. Contact the students on your committees. Welcome them and encourage their participation! Some committees have vacant slots for additional members (e.g. staff, community members, etc.). When you appoint these individuals, send the information to the Senate Archivist, and we'll get it on the website.

Chairs

Many committees and councils have already elected their chairs—excellent. If your committee has yet to select a chair, please do so. Email the information to the Senate Archivist, and we'll get it on the website.

Documentation

Providing minutes and reliable documentation of committee work provides the university community with valuable information. Please send the Senate Archivist your committee's minutes. A helpful practice is to send the minutes when completed, and the Archivist will post them to the website marked 'Approval Pending'. This makes for timely communication. When minutes are approved, the website will be updated accordingly.

If there are "back minutes" that aren't posted, contact the Senate Archivist, and we'll work to fill those gaps.

The Forum on Shared Governance is scheduled for Monday, October 3, 2016 from 3:00 to 4:00 in Russell 300. Chairs and directors of committees and councils will be invited to participate in the presentation. We welcome your attendance!

"Communication is not an announcement.
It is an invitation to participation."

John Dewey