

Archivist Report for the Faculty Senate Meeting of Wednesday, March 14, 2012

This document was drafted on March 11 and emailed to the Executive Committee for their consideration and review (email from Senator Fridley sent on 3/11, 9:06 PM). This document also serves as the basis for Action Items 1 and 2.

March 11, 2012

My fellow Senators,

In the Archivist Report that I plan to give at the FS meeting on Wednesday, March 14, I am going to propose the formation of a FS Communication Group composed of Diane (FS Chair), Chris (FS Chair Elect), Blythe (FS Recorder), and me (FS Archivist). The purpose of this ad hoc group will be to work collaboratively to ensure effective communication with the Senate, the Faculty, and the Administration.

This will be accomplished by regular meetings and email communication. Some specific needs I see include:

1. Reviewing and following the FS motions on communication protocols that were passed in the last two years (here are the motions I found in the minutes)

October 13, 2010

- Motion #5 Revised: that all correspondence from the Faculty Senate to the Administration be sent by email to all parties using the e-mail address faculty senate@se.edu (with deliver and read receipt requested) to the President. Moreover, all official Faculty Senate correspondence to the Administration be posted in a timely manner on the Faculty Senate website.

Motion Approved

November 10, 2010

- Review of progress made on a motion (10/13/2010 #5): Motion #5 Revised: that all correspondence from the Faculty Senate to the Administration be sent by email to all parties using the e-mail address faculty senate@se.edu (with deliver and read receipt requested) to the President. Moreover, all official Faculty Senate correspondence to the Administration be posted in a timely manner on the Faculty Senate website.
-Dr. Chinn noted that the new e-mail address is up and running.

March 9, 2011

- **Motion**—All Faculty Senate motions and recommendations that require an administrative response include a request that the administration respond within 45 days, with the date of the 45th day included parenthetically.

2. Re-establish a current and functioning E-Senate on Blackboard (here are two references to the E-Senate from the minutes)

April 13, 2011

- Request that Senators offer input and suggestions about post-tenure review. A thread will be posted for this purpose on the E-Senate Bb Discussion Board.

September 14, 2011

New Business

Utilize survey function on Blackboard

3. Draft a schedule for future FS meetings and sites—post the schedule on the FS website and email it to Faculty

September 14, 2011

Motion for FS to meet the 2nd and 4th Wednesday of each month while school is in session

4. Develop standard practices, strategies and stylistic considerations for communicating with Faculty. This could include the sending of meeting Agendas and Minutes, invitations to attend meetings, and notices of new postings on the FS website.
5. Develop standard practices, strategies and stylistic considerations for communicating within the Faculty Senate. This could include the submission of FS committee reports and motions to the FS Recorder, the forwarding of relevant documentation to the FS Archivist for posting on the website, effective communication and collaborative efforts to ensure the accuracy, thoroughness, accessibility and timeliness of postings on the FS website, the reporting and editing of reports from Executive Committee meetings, and collaborative efforts to facilitate effective use of the E-Senate on Bb.
6. Develop standard practices, strategies and stylistic considerations for communicating with the administration. This could include the routing of policy recommendations, resolutions and reports, follow-up communication (e.g. email discussions), and the coordination of communication with all pertinent and relevant administrators (e.g. Dr. McMillan, Dr. Clark, Dean Scoufos, and President Minks).

I think the recent spate of emails with the administration illustrates the need for careful, deliberate and unified action and communication that is well documented. Make no mistake, I feel the burden for this lies primarily with the administration. This is illustrated with the following segment from the September 14, 2011 Minutes (this also illustrates how helpful good documentation can be when it is needed).

September 14, 2011

Personnel Policies Committee Report—Sen. Fridley

- Met with Dr. Bryan Clark a number of times over the summer (May 4 for 2 hours, July 7 for 2 hours, July 28 for 5 hours, September 7 for 3 hours)
- Major Work Items
 - Drafting a policy on how policy changes are made (timeliness)
 - Making decisions on pending Faculty Senate policy recommendations (Senator Poovey's proposed tracking sheet)
 - Editing the APPM (Chapters 1-3)
 - Procedures for shared governance and the tenure and promotion process

In regard to continuing the email discussions with Dr. McMillan, I think it is important for us not to become “splintered” in our communication (i.e. several ongoing discussions that reveal a lack of unity and clear direction). Since I have been given the “invitation” to discuss these matters with Dr. McMillan, I would like to volunteer to be the Senate’s point man in the discussions. I thought Diane did a good job in responding (March 9) to Dr. McMillan’s queries about the approved FS policy recommendation that was sent to the administration. Note that Dr. McMillan again asked to share his routing system from back in the day. I would like to respond to his first offer to share the routing system (March 7 email). Basically, I will welcome his input (I think it is always good to welcome an administrator that wants to talk with the Senate). However, since our plates are pretty full, I will ask that we schedule his visit after the break and in the mean time ask if he can email us an explanation of or an example of the routing system for our consideration.

As I indicated in my email of March 7, I will be acting in my official capacities as the Senate Archivist and as Chair of the Personnel Policies Committee. As such, I will cc all communication to the appropriate committees (Personnel Policies and/or Executive). Additionally, all communication of official Senate business may be shared with the Senate. The same applies if should I be given the privilege of meeting with Dr. McMillan in his office.

Action Items

1. The FS Communication Group will be formed according to the description given above. The Senate Archivist (currently Senator Fridley) will initiate and coordinate the Group's meetings and communication. Activities of the Group will be documented, shared with the Senate, and posted on the FS website by the Senate Archivist.
2. The Faculty Senate authorizes and supports Senator Fridley to continue the ongoing discussion on university policy with VPAA McMillan. This will include email, face-to-face and telephone discussions. Senator Fridley will be acting in his official capacities as Chair of the Personnel Policies Committee and Senate Archivist. As such, he may deem it necessary to consult with his fellow Senators at times, before proceeding with these discussions. The discussions will be documented, shared with the Faculty Senate (and/or appropriate FS committees), and may be posted on the FS website by the Senate Archivist.
3. The Faculty Senate authorizes the Senate Archivist to use hyperlinks in all FS documents (including documents on the FS website) to connect information in the documents to relevant, supportive, illustrative, and/or appropriate sources and documents. In reference to the Minutes of the bi-monthly Faculty Senate meetings: hyperlinks to documents that are presented at the meetings will be inserted in the Minutes that are taken, and will be part of the Minutes that are presented for approval at the following FS meeting. This task will be coordinated by the FS Communication Group.
4. The Faculty Senate authorizes the Senate Archivist to compile information on matters of faculty concern and to draft reports of the information. These reports will be shared with the Faculty Senate. In some instances, the Senate Archivist will request Faculty Senate support and approval for posting these reports on the Faculty Senate website.
5. Amendment to the Faculty Senate Constitution: The following language (in bold print) will be added to Article III, Section G. (Duties of Officers)

The archivist shall maintain a depository for all documents (e.g., minutes, memos, and letters) produced by the Faculty Senate, Faculty Senate committees, and all University committees (standing and ad hoc) under the oversight of the Faculty Senate. The archivist will also maintain a depository for all written responses to memos and letters submitted by the entities listed above. The archivist also will serve as the web master for the Faculty Senate home page. **The archivist is authorized to gather information and to draft and disseminate reports on matters of faculty concern.** It is the responsibility of the chair of each committee to forward all written documents to the archivist.

If this amendment is approved, a text of the email will be sent by the FS Chair to VPAA McMillan and cc to Dr. Clark and President Minks, and a request that this change be made to the APPM immediately.

6. The Senate Archivist will be working through the spring and summer on gathering, compiling, and printing FS documents. Much of this work will be done in Senator Fridley's office (Morrison 216) and will require substantial amounts of printing. FS Treasurer Dennis Brewster will take care of making arrangements with the EIL department chair Dr. Gerrie Johnson to make sure the costs of this printing are covered. It is recommended that Senator Brewster first ask Dr. Johnson if Senator Fridley may use EIL resources (copiers, scanners, paper, ink, and administrative assistant support) for these official FS tasks. If Dr. Johnson does not agree to that, then Senator Brewster will make arrangements for the costs to be covered by FS funds.