



**HARRIS-STOWE STATE UNIVERSITY  
FACULTY SENATE**

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**MINUTES, APRIL 12, 2013**

**2:30PM – 4:00PM**

**I. FACULTY SENATE.....PRESIDENT KERR**

**A. CALL TO ORDER.**

The meeting was called to order at 2:35.

**B. APPROVAL OF THE MARCH 15, 2013 MINUTES.**

Minutes from March 15: Vice President Weatherford-Jacobs moved; Senator Ogar seconded that the minutes would be approved as submitted. The motion passed.

**C. AGENDA: ITEMS I. - VI**

President Kerr listed the important topics to be considered in this meeting:

- The By-laws were approved by the Board of Regents.
- Standing Committee organization will be key for the Fall and Spring Faculty Senate agenda and key initiatives.
  
- The Faculty Manual needs to be completed.
- The Faculty Senate website needs to be streamed online.
- We need to organize the content and structure of the Fall Faculty Institutes
  
- Consideration of the Resolutions proposed by Dr. Mark Abbott

**D. NEXT MEETING.**

Next four meetings in the fall: We will continue to meet on the second Friday of each month.

E. WELCOME NEWEST SENATORS FROM APRIL ELECTIONS.

Welcome to the newly elected Senators for 2013-14. Each will hold a three-year term:

From the College of Education:

Dr. Reynaldo Anderson has been elected to replace Money Guiden.

Dr. Betty Porter Walls has been elected to replace Hattie Weaver (one-year term).

From the Anheuser-Busch School of Business:

Roy Stewart will replace Dr. Remigius Onwumere.

From the College of Arts & Sciences:

Ken Bowman has been re-elected.

F. PRESENTATION FROM DR. DWAYNE SMITH, VICE PRESIDENT OF ACADEMIC AFFAIRS ON TENURE INITIATIVE, FACULTY SENATE-ACADEMIC AFFAIRS DECISION-MAKING PIPELINE, AND FACULTY MANUAL PROPOSAL, AS WELL AS RELATED MATTERS.

Dr. Dwayne Smith, Vice-President of Academic Affairs addressed the Faculty Senate:

He stated that the Board of Regents has recognized the Faculty Senate as the governing body for the Harris-Stowe State University faculty. He stressed that Dr. Walker and he are supportive of the Faculty Senate in the university's efforts to foster shared governance.

Dr. Smith also reported that the Board of Regents has approved the By-Laws, which the Faculty Senate has submitted, and he expressed his desire to work with the Faculty Senate in a spirit of fairness and openness.

Regarding the recent proposal from the Faculty Senate about the revisions to the HSSU Faculty Manual, Dr. Smith reviewed past discussions with the Senate in which President Walker has charged the Faculty through its Standing Committees to update the Faculty Manual.

In the past, the process had been an administrative endeavor through the Office of Academic Affairs and the Board of Regent's attorney to assure that the manual would be consistent with Missouri state laws. However, at present, in the spirit of shared governance, the Faculty Manual will be reviewed by a committee and will be redrafted, as applicable, by the Faculty Senate. ~~But~~ Dr. Smith does not support the request for any remuneration to complete the process, in view of a request for remuneration from the Senate.

The current revisions to the manual have been reviewed by the Senate and there is some work which still needs to be done especially in the areas of Governance and updating the language to reflect the new administrative structure of the university.

Dr. Smith said that when the manual revision is approved by the Faculty Senate, it should be submitted to the President's Office. President Walker will then submit it to the Board of Regents.

President Kerr responded that the revision of the Faculty Manual will be completed as soon as possible and that the Faculty Senate would undertake the project in good faith.

Some revisions already written had not found acceptance by the Administration:

- the provisions for recruiting and hiring new faculty
- election of departmental chairs
- the revisions of procedures for advancement in Academic Rank.

These areas of the Faculty Manual continue to need work through faculty committees and they will be addressed in future iterations of the Faculty Manual.

On the topic of Academic Rank, Dr. Smith gave some background about the confusion that presently exists at the university regarding rank and tenure. In the past, sometimes faculty were hired on tenure track positions without having terminal degrees in their academic assignments. At times the President's Office hired people without going through adequate search procedures.

Senator Ogar remarked that often a position was offered with a label of tenure or a one-year contract and that last-minute hires were made without an official interview. He said it was a fuzzy process for hiring. Also he brought out the fact that certain disciplines were offered higher salaries; others had lower. There is an issue of equity in both pay and in hiring practices.

Dr. Smith claimed that President Walker is making strides in the area of hiring practices, but he needs the Faculty Manual to provide clarity. However, he said he is determined not to revisit past mistakes on these issues. The idea is to move forward with sound practices.

On the subject of tenure, Dr. Smith hopes to adhere to benchmarks that the Faculty Manual will set out. He referred to the Tenure Committee and said that every review which had been sent to him had been carefully deliberated. He also hopes that procedures can be offered for last-minute hires so that full-time vacancies which occur in the summer can follow faculty-established guidelines. He mentioned that the Faculty Manual should reflect practices which are followed by other Missouri state universities and it should be consistent with Missouri laws.

Dr. Smith also claimed that proposals which had gone to the Office of Academic Affairs were not being ignored or lost. He promised that every recommendation which the Standing Committees and Faculty Senate have sent forward would be responded to within a reasonable time. He committed to a two-week turn-around response time.

Dr. Smith clarified that Department Chairs serve not as a member of the Administration, but they serve at the pleasure of the Faculty. However, the Department Chairs are an important part of the chain of command. Deans are Administrative positions which are appointed by the Office of Academic Affairs. Many guidelines relating to these matters and hiring issues should be bundled into the Faculty Manual.

A discussion of the Standing Committees became the next issue which Dr. Smith and the Faculty Senate brought forward. The consensus of both parties was that the present status of the committee system is not effective. Attendance is poor. Hearings for proposals are not attended by the faculty at large. The Faculty Senate is now being charged with the administration of the Standing Committees. Ideas were put forward to make changes in the assignment of chairs and members, consolidation of the Standing Committees, elimination of some of them and the addition of internal controls and accountability. The Faculty Senate website would have links to the minutes of all of the Standing Committees. Proposals of the committees would appear on the site.

President Kerr summed up the discussion by noting that the system has operated at less than full capacity for a long time. He called for fixing the problem in a spirit of collegiality and mutual respect. He asked that both the Senate and Administration be patient with the new strategies and initiatives, calling for a twenty-four month turnaround on these systemic issues that have existed for three decades.

In summation, President Kerr stated that the Faculty Senate's new working relationship with the Office of Academic Affairs incorporates: a) a new pipeline in which Senate proposals will be considered and either approved or denied within a two-week timeframe, subject to a formal letter stating administrative grounds for support or declination; b) an appeals process in which letters of denial from the Office of Academic Affairs may be resubmitted to the Senate for reconsideration and curative effect and may be resubmitted for additional consideration; and, c) an opportunity for shared governance collaboration regarding Senate committees, such as the Finance committee, and their working relationship with Board of Regents' committees, on such topics including, but not limited to, as the university budget, rank and tenure, and terms and conditions of employment and benefits.

Before he left the meeting, Dr. Smith mentioned that the new degrees offered by Missouri through the 17-state Western Governors University (WGU) will have significant implications for Harris-Stowe State University. The WGU will provide access for adult learners. It will be totally online and the Department of Education is granting waivers for competency-based degrees.

Although it was understood that the considerable work of updating the Faculty Manual would proceed with no monetary compensation, Vice President Weatherford-Jacobs moved and Senator Ogar seconded a motion to complete the manual. The motion passed. Six agreed, one opposed and two abstentions. Senator Anderson summed up the momentum for the Faculty Manual by saying, "Let's do it!"

Suggestions were made to divide the manual into small parts and work on it through the summer. The Teacher Education faculty will plan to meet each Wednesday. Thirteen chapters will be reviewed in thirteen weeks. Then Open Hearings will be held on each chapter to sharpen the document's language. The manual would then be submitted to the entire Faculty for approval.

Senator Ogar underlined the importance of the project: "The Senate needs to get everything in writing." He brought up the fact that people can change, but the written agreements will endure.

He also stated the need for all faculty to have a written copy of the By-Laws and the Faculty Handbook. Secretary Pier stated that these important documents will be posted on the Faculty Senate Web site.

**II. TECHNOLOGY SUBCOMMITTEE  
REPORT.....SECRETARY PIER AND  
SENATOR GREG CARR**

- A. WEBSITE LAUNCHED AND STANDING COMMITTEE LINKS AND FORM(S) UNDER CONSIDERATION: REPORT FROM JAMES FOGT, EXECUTIVE DIRECTOR OF IT SERVICES AND MEMBER OF PRESIDENT WALKER’S CABINET.
- B. CUSTOMER-BASED APPROACH: FACULTY WANT TRANSPARENCY VIA THE WEBSITE REGARDING MINUTES, AGENDAS, LINKS, ETC.

Senator Carr reported that ideally the website will be the difference between an oral culture which now prevails to a written culture where information can be accessed and standard procedures followed.

Secretary Pier added that the homepage for the Faculty Senate needs links and content. Both Secretary Pier and Senator Carr felt that the regulation that every submission to the Faculty Senate website has to be submitted for review by the Office of Communications is cumbersome and slows down transparency for Senate Business.

Submission of Agendas and Minutes needs to be timely so that more faculty will be encouraged to attend Faculty Senate meetings. Other faculty information links may be useful on the page:

The site should provide a place for all Standing Committees to report meeting dates, minutes and active proposals which are under consideration or forwarded for action to the Faculty Senate. Hopefully the recording database that James Focht demonstrated at the Senate’s March 15 Meeting will make reporting easy and timely. Again the need for grammar check by the Office of Communications may be an issue because that office cannot edit the database.

Senator Carr moved that travel policy and application for professional development be written on a single sheet; Vice President Weatherford-Jacobs seconded the motion and the motion carried.

Senator Anderson moved and Senator Carr seconded a motion that there should be a written policy to allow faculty to audit classes at the university at no charge. These audited classes would encourage faculty development. The motion passed.

Secretary Pier and Senator Carr agreed to complete the Faculty Senate Webpage for viewing on the Home Page or the page titled Faculty Resources as soon as possible. As policies develop it

can be updated and it will become a reliable source of information for faculty at HSSU and any interested person who accesses the site.

Finally, the secure Faculty Senate portal through MYHSSU is fully operative and the Senators agreed that it is the beginning of more active communication among Senators between meetings.

### **III. PROPOSAL FROM THE GENERAL EDUCATION STANDING COMMITTEE**

Dr. Abbott, as chair of the General Education Standing Committee, presented a short review of changes in the General Education Program. He said that it brings the curriculum offerings in line with the Missouri State requirements for General Education.

Vice President Weatherford-Jacobs moved and Senator Anderson seconded that the proposal to align the General Education Curriculum with Missouri State Standards as proposed by Dr. Abbott be accepted. The motion passed.

### **IV. THE RELATIONSHIP OF THE FACULTY SENATE TO THE NEA**

Senator Anderson introduced a motion that the Senate agree that it is not a collective bargaining representative of faculty, and that the Senate endorse the Harris-Stowe State University National Education Association (HSSU-NEA)

President Kerr stated that the Senate is meeting faculty and NEA concerns, but he said that the Senate is an advocacy group not a bargaining agent. Any concerns that the Faculty Senate addresses will be submitted to Academic Affairs and then to a subcommittee of the Board of Regents.

### **V. ADJOURNMENT**

At 4:45 Senator Ogar moved for adjournment. Senator Carr seconded the motion and the motion carried.

THE MINUTES FROM THIS MEETING ARE CONTINGENT ON APPROVAL BY THE SENATORS AT THEIR NEXT MEETING.

RESPECTFULLY SUBMITTED:  
MARY PIER, FACULTY SENATE SECRETARY

**ATTACHMENT A**

**ATTENDANCE LIST, APRIL 12, 2013**

**SENATORS**

REYNALDO ANDERSON  
KENNETH BOWMAN  
GREG CARR  
JOHNDAVID KERR  
PETER NDOMA-OGAR  
MARY PIER  
ODESA WEATHERFORD-JACOBS

**FACULTY AND ADMINISTRATORS**

MARK ABBOTT  
BEVERLY BRENNAN  
BRIAN ELSESSER  
DWAYNE SMITH

**ABSENT**

REMIGIUS ONWUMERE  
BETTY PORTER WALLS

**ATTACHMENT B**

- 1) Propose a revised set of bylaws (and constitution) to the full faculty for public comment and, upon a formal vote by the faculty senate, present a recommendation to the Chief Academic Officer and University President that a final recommendation for formal vote and adoption be presented to the Board of Regents; ACCOMPLISHED
- 2) Involve all faculty and academic units in an improved shared governance relationship with other governance entities by including faculty in the following institutional aspects:
  - a) Academic and curricular recommendations;
  - b) The planning and drafting process regarding the faculty policy and procedures manual and other institutional governance measures;
  - c) The study and incorporation of some of the recommendations and findings on faculty governance issues by accreditation bodies such as the Higher Learning Commission and by national entities, such as the Association of Governing Boards of Universities and Colleges;
  - d) A university-wide dialogue on what further measures can be taken to improve the educational experience of HSSU students, including retention and recruitment measures;

- e) A process of realigning and consolidating, when feasible, the standing committees to reflect a greater shared governance environment in support of HSSU's mission and strategic plan;
- 3) Conduct a faculty survey to profile and study faculty concerns and ideas to empower faculty, to address morale, and to foster improved lines of communication between the administration and faculty by setting up accountability measures for incremental change;
  - 4) Provide a transparent, best-of-breed website that openly advocates for shared governance and that provides links to including, but not limited to, news and Missouri governance issues, resolution forms, meeting minutes and agendas, webcasts of monthly meetings, and governance-related hyperlinks;
  - 5) Build a working relationship with other Missouri Association of Faculty Senate university members;
  - 6) Find university funding for the faculty senate in support of its needs to study and incorporate best practices by attending conferences and building partnerships with other universities;