



## HARRIS-STOWE STATE UNIVERSITY

### FACULTY SENATE

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Minutes, August 14, 2012

10:00 a.m.

#### I. **Call to order**

A. President Kerr called the meeting to order at 10:06. He commended the Senators for their hard work over the summer.

President Kerr reminded the Senate that meetings are conducted with the tradition of Robert's Rules of Order. He advised us to address each other consistently using honorary titles as senator, secretary, vice-president, president in the meetings. The minutes will always use these titles. Disagreements and oppositions are encouraged with decorum always promoting a climate of respect.

Senator Onwumere objected that these titles are too official. He prefers discussion on a first name basis. He also mentioned that the senators are official representatives of their school or college within the university and suggested that the senator's designation could reflect that when used formally.

President Kerr noted that we will look at Robert's Rules of Order and follow it. When we have an approved set of By-Laws, they may address this issue.

B. Approval of the minutes from June and July.

Some minor additions and corrections were made to the minutes and they were approved. The approved minutes will be saved in Pdf format for the Senate's records.

C. A quorum of the senate was present. (See Attachment E) The College of Education had a meeting that conflicted with this August meeting and resulted in the absence of the COE senators. The regular published calendar of Senate meetings for the fall will hopefully prevent future conflicts of schedule.

President Kerr directed the Senate meeting to move forward, deferring agenda reports II, III and IV:

**II. SIX KEY INITIATIVES & MILESTONES (ATTACHMENT A & D).....PRESIDENT KERR**

**III. TECHNOLOGY SUBCOMMITTEE REPORT.... .....VICE-PRESIDENT MOSLEY**

**IV. BYLAWS AND CONSTITUTION SUBCOMMITTEE REPORT.....SENATOR NDOMA-OGAR**

The Senate moved to discuss the immediate new business of the Fall Faculty Institute:

**V. FALL FACULTY INSTITUTE.....PRESIDENT KERR**

A. PRE-INSTITUTE DAY, AUG. 15, 9:00 A.M. TO 12:00 P.M.

President Kerr reviewed the agenda for the Faculty Senate as they lead the HSSU Pre-Institute morning on August 15 from 9:00-12:00.

- The senators will begin by introducing themselves.
- President Kerr will outline the Faculty Senate agenda for the 2012-13 school year through a PowerPoint presentation entitled: "Revitalization of Faculty and Shared Governance."
- Doris Wallace, a representative of the NEA will give a short presentation on NEA services.
- Guests from Webster University, the University of Missouri, and Maryville University will have a panel discussion: "Senate, Institutional Success and Challenges, Role of Faculty in Shared Governance".
- From 11:00-12:00 the faculty and senators will break into working groups to discuss questions of shared governance at HSSU.

B. FACULTY SENATE PRESENTATION, "REVITALIZATION OF FACULTY AND SHARED GOVERNANCE"

(INCLUDE THE PPT HERE AS ATTACHMENT F)

C. SHARED RESPONSIBILITIES FOR THE PRE-INSTITUTE SESSION

- President Kerr will officiate and narrate the PowerPoint presentation.
- Senator Omunwere will introduce Dr. Benjamin Akande from Webster University.
- Senator Carr will introduce Professor Mary Ann Mercante from Maryville University.
- Senator Ndoma-Ogar will introduce Dr. Matthew Keefer from the University of Missouri at St. Louis.
- Secretary Pier will organize the faculty break -out sessions and invite everyone to come to lunch in Bosley Dining Hall afterward to greet the new faculty at HSSU.

**VI. FALL/SPRING MEETINGS.....PRESIDENT KERR**

A. SECOND FRIDAY OF EACH MONTH: PUBLIC FORUM, AGENDA AND MOTIONS

The Senate meetings of the Fall Semester were set. They will all be held in the Hiram Seminar Room in the AT&T Library unless noted. .

- August 14 at 10 a.m.
- August 15 9-12 in the Center for Early Childhood Education Auditorium
- September 14 from 2:30-3:30
- October 12 from 2:30-3:30
- November 9 from 2:30-3:30

Four Senate meetings for each semester will be planned.

Other meetings will be called as needed. All of the meetings listed will be for the Senators and any interested faculty members.

Private planning meetings just for Senators are also possible. Secretary Pier suggested that the Senate might consider brief caucus sessions right after Friday Faculty meetings since we would all be together at those times.

Roberts Rules of Order will be observed in all meetings especially the conventions of making a motion, seconding a motion, discussion and voting.

## B. PRIVATE AND CLOSED SESSION S: TBD

No private or closed sessions are currently planned, but senators will communicate by email as recordings of the Breakout Sessions on August 15 and other further ideas about senate business are discussed. When the Faculty Senate website is available on-line, more opportunities to interact between official meetings will become easy to share and comments, suggestions and proposals from the faculty will be encouraged.

## C. AT&T LIBRARY HYRAM SEMINAR ROOM FOR PUBLIC MEETINGS

Even though seating is limited in the Hiram Seminar Room, we will invite all interested faculty and we will bring in additional seating if required. Transparency of faculty senate business is a priority.

## VII. TEACHER OF THE YEAR SUBCOMMITTEE

### A. FACULTY SUBCOMMITTEE WILL SELECT NOMINEE(S) BY 9/23/12

A proposal to select a nominee for Teacher of the Year was made by Senator Carr. It was seconded by Senator Omunwere:

***The HSSU Faculty Senate will accept the responsibility of setting out the process for selection of The HSSU Teacher of the Year. We will set out the process and criteria by September 10.***

This proposal was voted on and accepted by the Faculty Senate.

Discussion followed about the process:

- Students need a voice. Franchisement of students is the heart of our product.
- Currently the Teacher of the Year is Robert Kamkwala from the Anheuser-Bush School of Business. So the senate discussed a process of rotating the honor among the HSSU colleges and school by year in alphabetical order:

ABSB – 2011 and then in 2014;

CAS, the College of Arts & Sciences would elect in 2012;

COE, the College of Education would elect in 2013.

- Operational details for the selection would be up to the colleges/school within the criteria that is set forth by the Emerson Foundation which offers the award each year.

- Some discussion was held about the role of the College Deans in the selection process. A consensus was that the deans would not have a vote. The faculty would select “one of their own” and present their nominee to their Dean.

President Kerr said that he would forward the senate’s recommendation to the Vice President for Academic Affairs.

Having discussed the most pressing issues of the Fall Institute activities and the Teacher of the Year procedures, President Kerr referred back to Agenda item II :

**II. SIX KEY INITIATIVES & MILESTONES (ATTACHMENT A & D).....PRESIDENT KERR**

Secretary Pier and Senator Ogar discussed the need to review the Key Initiatives and Milestones in order to set performance metrics and time frames. Creating, discussing and debating the new By-Laws is a major task which will set the framework for all of the HSSU Senate actions. It also involves an overhaul of the established committees in their relationship to the shared governance of the university.

We are at the beginning of a process which will continue to evolve as we survey the faculty, implement strategies to support the faculty by developing a “viable template for shared governance, provide an outlet to air reasonable concerns and grievances regarding university issues” (Milestone 2) and “work with the administration to implement a higher level of shared governance between the administration and the faculty.” (Milestone 3)

President Kerr agreed that we need to revamp the 2002 By-Laws. By October 20 we will have a draft for the By-Laws and eventually develop a constitution. This will be the top priority for the next meeting on September 14 from 2:30 – 3:30. This meeting will be open to respectful faculty involvement.

Senator Ogar suggested that he could send a letter to all senators to bring the draft together. He wants to set up specific tasks and, as necessary, set up private meetings beforehand to achieve the tasks before the next meeting. In the interests of time, the rest of the agenda was tabled to September 14.

Senator Ogunwure moved to adjourn the meeting at 11:30. Senator Carr seconded the motion. The meeting was adjourned.

Respectfully submitted,

Mary Pier, Secretary of the HSSU Faculty Senate

## ATTACHMENT A

### **SIX KEY INITIATIVES & MILESTONES**

- 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;
  
- 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; (ATTACHMENT D)
  
- 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;

### **Milestone 1: Faculty Senate and Student Learning**

—The Faculty Senate will:

encourage student-centered pedagogy within colleges/schools

recommend educational resources to enhance student learning

suggest opportunities for field study to assist in the students' professional development

### **Milestone 2: Faculty Senate and the Faculty At-Large**

—The Faculty Senate will:

implement strategies to support the faculty by developing a viable template for shared governance

provide an outlet to air reasonable concerns and grievances regarding university issues

provide literary and technological resources as it relates to the Faculty Senate

### **Milestone 3: Faculty Senate and the Administration**

—The Faculty Senate will:

partner with the administration to create effective student retention and student learning strategies

work with the administration to implement a higher level of shared governance between the administration and the faculty

institute cooperatives with other state institutions' Faculty Senates and administrations

## **ATTACHMENT B**

### Status of Bylaws

1. Current 2002 Bylaws, styled "Revised Draft 3/18/02, Bylaws, Harris-Stowe State College Faculty Senate, April 2002" (two-page document)

- (a) Mission Statement
- (b) Activities/Structure of the Senate
- (c) Senators
- (d) Consideration of Motions
- (e) Amendments
- (f) Ratification of the Bylaws

2. Benchmark and review local, regional and national bylaws and constitutions.

3. Subcommittee to review and recommend revisions and amendments to 2002 bylaws.

4. Other recommendations for shared governance documents: constitution.



## **ATTACHMENT C**

### **Links to sources for governance**

Here are some links to the shared governance documents.

Stanford University  
<http://news.stanford.edu/>

Missouri Association of Faculty Senates  
<http://www.mafs.org/>

Website and homepage contains:

- a) associated senates –See Faculty Senate Report from Lincoln U to MAFS
- b) officers
- c) best practices
- d) designated voters
- e) meetings
- f) minutes
- g) senate activities
- h) constitution/bylaws – general guidelines
- i) links

Lincoln University (HBCU model; check out Website and bylaws; also note that they have four Senate committees: 1) Curriculum; 2) Educational Policies; 3) Executive; and 4) General Education)  
<http://www.lincolnu.edu/web/faculty-senate/>

MU's Faculty Council  
<http://www.lincolnu.edu/web/faculty-senate/>

Northwest Missouri State University's Faculty Council (Excellent model and benchmark)  
<http://www.nwmissouri.edu/fsenate/index.htm>

University of Florida  
<http://fora.aa.ufl.edu/>

UF's May 29, 2012 Meeting – Note: good example of Silverlight technology  
<http://mediasite.video.ufl.edu/Mediasite/Play/308568946e1a4e5c98e18855ffa8e0ce1d>

Association of Governing Boards, State Governance Action Report, Sept. 2011  
[www.agb.org](http://www.agb.org)

Cornell College Handbook excerpt <http://www.cornellcollege.edu/academic-affairs/chair-handbook/length-of-term-and-transition-to-a-new-chair.shtml>

**Excerpt from the AAUP Red Book as it relates to faculty governance in a university.**

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm>

## **ATTACHMENT D**

### Standing Committees

1. Educational Policy, New Programs and Curriculum Committee
2. General Education Committee
3. Rank and Tenure/Sabbatical Leaves and Fellowship Committee
4. University Calendar Committee
5. Assessment of Student Learning Committee
6. Education and Technology Committee
7. Teacher Education Council
8. Business Administration Council
9. Urban Specializations Council

Faculty Involvement subcommittee to review standing committees

Faculty Survey in fall 2012-Spring 2013 (

Consolidate Standing Committees

Standing Committee Reports: objectives and metrics

End-of-year reports

## **Attachment E**

### **ATTENDANCE LIST, August 14, 2012**

**GREG CARR SIX KEY INITIATIVES & MILESTONES**

**JOHNDAVID KERR**

**PETER NDOMA-OGAR**

**MARY PIER**

**REMIGIUS ONWUMERE**

**ABSENT:**

**KENNETH BOWMAN**

**MONEY GUIDEN**

**Dr. MOSLEY**

**BETTY WALLS**

## Attachment F

The following is the text from the PowerPoint presentation at the August 2012 Faculty Institute

- - Harris-Stowe State University*
  - 2011 Fall Faculty & Professional Staff Institute:*
  - Pre- Institute Sessions
  - 2012-13 Faculty Senate
  - “Revitalizing Faculty and Shared Governance”
  - Wednesday, August 15, 2012
  - Pathways to Shared Governance: An Engagement Model & Case for Shared Governance
  - Collective and joint effort to build capacity (potential output)
  - Not storming the gates!
  - President Walker and administration are publicly supportive of increased faculty governance and of the principles espoused in AAUP’s *Redbook*
  - Build credibility: Board of Regents and internal and external stakeholders
  - President Kerr’s Six Key Initiatives and Milestones (performance metrics)
  - Shared Governance Cont.
  - Engagement Model
  - Reconnect with the Missouri Association of Faculty Senates (“MAFS”) and area university faculty senates/councils.
  - Committed Faculty Senate to HSSU’s mission and to faculty and staff development and involvement in shared governance.
  - Fall or Spring Faculty Survey.
  - Inclusion of professional staff and adjunct faculty.
  - Faculty engagement in university committees, decision making, and Faculty Senate subcommittees.
  - What is Shared Governance?
  - The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort (Statement of Government of Colleges and Universities, 1966).
  - Shared Governance: Definition of Faculty Primacy Role
  - American Association of University Professor’s (AAUP) 1966 Statement on Government of Colleges and Universities: Faculty Primacy involves three areas: (1) curriculum, subject matter and methods of instruction, and research; (2) matters of faculty status (*e.g.*, hiring, dismissal, retention, tenure, and promotion), and (3) those aspects of student life that relate to the educational process (Source: AAUP “Indicators of Sound Governance,” 2/12/2001).
  - Association of Governing Boards (ACG):  
State Governance Action Report 2011
  - In August 2011, Missouri Governor Jay Nixon convened his annual higher education summit, and created a new task force comprised of leaders from two- and four-year

institutions tasked with creating recommendations and metrics for evaluating performance.

- Moving toward a performance-based funding formula tying appropriations to state and institutional goals, rewarding institutions that meet their goals and whose students are reaching their potential.
- Missouri Association of Faculty Senates (“MAFS”)
- Purpose: The purpose of the MAFS includes the following:
  - Strengthening the faculty component of college and university governance
  - Sharing information, concerns, and governance procedures
  - Providing leadership training for people involved in faculty governance
  - Working with government agencies for the betterment of higher education
  - NEA and AAUP standing committee reports
- MAFS Members: Spring 2012
- Harris-Stowe State University
- Lincoln University
- MO Southern State University
- MO State University
- MO University of Science & Technology
- MO Western State University
- Northwest MO State University
- MAFS Members
- Southeast MO State University
- Truman State University
- University of Central MO
- University of MO-Columbia
- University of MO-Kansas City
- University of MO-St. Louis
- Pathways to Shared Governance:  
President Kerr’s Six Key Initiatives, Milestones, and Performance Metrics
- (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;
- Public comments on working draft(s) in October/November; Final vote and adoption in November 2012
- Six Key Initiatives: #2  
(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;

- Six Key Initiatives: #3
- (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;
- Six Key Initiatives: #4
- (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;
- Six Key Initiatives: #5 & #6
- (5) Build a working relationship with the Missouri Association of Faculty Senates and its 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;

- **FACULTY SENATE MILESTONES**
- Policies and Procedures for Effective Shared Governance
- **Milestone 1: Faculty Senate and Student Learning**
- The Faculty Senate will:
  - encourage student-centered pedagogy within colleges/schools
  - recommend educational resources to enhance student learning
  - suggest opportunities for field study to assist in the students' professional development
  - **Milestone 2: Faculty Senate and the Faculty At-Large**
- The Faculty Senate will:
  - implement strategies to support the faculty by developing a viable template for shared governance
  - provide an outlet to air reasonable concerns and grievances regarding university issues
  - provide literary and technological resources as it relates to the Faculty Senate
- **Milestone 3: Faculty Senate and the Administration**
- The Faculty Senate will:
  - partner with the administration to create effective student retention and student learning strategies
  - work with the administration to implement a higher level of shared governance between the administration and the faculty
  - institute cooperatives with other state institutions' Faculty Senates and administrations
- We can go FAR

- Flexibility—flexible with limited resources in a corporate culture that has a local, regional, and national storyline with historical and academic significance in higher education.
- Adaptability—adapt to the current trends of increased transparency, state budget constraints, and performance-based metrics.
- Responsiveness--responsive to the expectations and assumptions of internal and external stakeholders, while fulfilling the mission and value proposition of HSSU as a premier university of higher learning.
- Fall 2012 Schedule
- Faculty Senate meetings are set for the second Friday of each month, unless otherwise indicated.
- Resolution procedures on website: submit resolution proposals in advance of meetings.
- Website is under construction but will be operational soon.
- Welcome your interest in serving on subcommittees to move along our Six Key Initiatives.

THANK YOU!