



**HARRIS-STOWE STATE UNIVERSITY  
FACULTY SENATE**

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**MINUTES , JANUARY 11, 2013**

**2:30 P.M. – 4 P.M.**

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

**A. CALL TO ORDER**

The meeting began promptly at 2:30. A quorum was present.

**B. APPROVAL OF THE NOVEMBER 9, 2012 MINUTES**

A motion was made by Senator Ogar and a second from Senator Carr to approve the minutes. The minutes from November were approved unanimously.

**C. NEXT MEETING ON FEBRUARY 15, 2013**

The calendar for the spring semester meetings will be at 2:30:

February 15

March 15

April 12

Senator Carr agreed to reserve the Hiram Seminar Room for the meetings.

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

**A. INITIATIVE ONE: BYLAWS : SENATOR NDOMA-OGAR**

- A) PUBLIC COMMENTS AND FORMAL VOTE BY FACULTY SENATE
- B) RECOMMENDATION TO CHIEF ACADEMIC OFFICER DR. DWAYNE SMITH AND PRESIDENT WALKER
- C) BOARD OF REGENTS JANUARY 22, 2023 MEETING

President Kerr met with Dr. Dwayne Smith on Thursday, January 10 to discuss the Faculty Senate business. He will continue to meet with Dr. Smith on Thursdays before the Senate meetings to apprise him of pending Faculty Senate business and to bring Administration issues to the Senate in a spirit of shared governance.

In the January meeting President Kerr advised the administration that the By-Laws have been submitted to faculty comment and approved by the Senate. They are ready to be submitted to the Board of Regents at their January meeting.

President Kerr will also attend all Board of Regents meetings as a non-voting representative of the Faculty. He says that Dr. Smith and President Walker are supportive of the Faculty Senate activities.

**B. INITIATIVE SIX: UNIVERSITY FUNDING FOR FACULTY SENATE ACTIVITIES**

- (1) STATUS OF BUDGET PROPOSAL: SECRETARY PIER AND SENATOR BOWMAN

Secretary Pier distributed a proposed budget for Faculty Senate activities in the Spring Semester. Discussion by the senate produced changes and additions to the budget. The revised budget is available as Appendix A. It continues to be a work in progress. The Faculty Senate decided to continue for the Spring 2013 Semester to request funds as needed from the Office of Academic Affairs. A completed budget proposal will be submitted for the 2013-14 Year which will be a budget to fund activities, institute speakers and conference attendance by the Faculty Senate.

C. STANDING COMMITTEES:

- (1) MARCH 15 UPDATED REPORTS FROM EACH STANDING COMMITTEE
- (2) APRIL 12 END-OF-SEMESTER/YEAR REPORT BY EACH CHAIR OR DESIGNEE
- (3) FACULTY GOVERNANCE ALIGNMENT
- (4) CONSOLIDATION PROPOSAL(S)

The Administration has asked that Faculty Standing Committees should report directly to the Faculty Senate through reporting of their deliberations and making end of year summary reports. Discussion of this request brought out issues that need to be determined:

- a. We need a flow chart of duties and responsibilities of the Standing Committees, their leadership and the role of the Faculty Senate.
- b. Proposals from the Standing Committees need to be considered by the Faculty Senate.
- c. Are appointments of committee heads, proposed consolidation of committees, scheduling issues and degree audits: Administration responsibilities or Faculty Senate responsibilities?
- d. Should the heads of all Standing Committees become voting members in the Faculty Senate?

Senator Weatherford-Jacobs made a proposal: We need to get existing copies relating to procedures regarding the Faculty Standing Committees. Organizational Charts, and we need procedure and transparency.

The proposal was unanimously accepted.

D. FACULTY MANUAL: EDUCATION POLICY

NANCY POPKIN AND SENATOR KEN BOWMAN'S PRESENTATION AT INSTITUTE:  
STATUS OF REVISION(S) AND TIMEFRAME(S) TO DATE OF COMPLETION

Senator Bowman announced that there will be open hearings about the Faculty Manual next Friday. After almost a year into the process, the manual will be brought to the Faculty Senate at the February 15<sup>th</sup> meeting. He hopes that the full faculty will eventually be coming to the Faculty Senate meetings.

E. INITIATIVE THREE: FACULTY SURVEY AND REPORT FROM THE SPRING INSTITUTE

- A) JANUARY MEETING(S) WITH JAMES FOGT AND STAFF
- B) PRESIDENT KERR, VICE PRESIDENT MOSLEY, SECRETARY PIER, SENATOR CARR, SENATOR OMWUMERE
- C) INVOLVEMENT OF FACULTY WITH STATISTICAL AND ASSESSMENT EXPERTISE; DR. ROY STUART
- D) DEVELOPMENT OF INSTRUMENT FOR SPRING LAUNCH UCLE AAUP INSTRUMENT; WE CAN ALSO USE FEEDBACK FROM SPRING 2013 INSTITUTE (“TOP FIVE UNIVERSITY ISSUES THAT NEED TO BE ADDRESSED BY SHARED GOVERNANCE”)

President Kerr reported that the Faculty Survey will be rolled out in late February. Dr. Roy Stewart will create 20-25 questions which will be distributed through a survey monkey. The survey will create data driven results.

He commended Senators Guiden and Weatherford-Jacobs for leading a discussion at the Spring Faculty Institute. Their report is included as Attachment B.

Senator Guiden responded that we need to demonstrate that faculty concerns are acknowledged.

F. INITIATIVE FOUR: WEBSITE

The Website for the Faculty Senate is still a work in progress. Vice President Mosley is no longer on campus. The College of Education will be appointing a new senator to replace her position. Senator Carr and Secretary Pier will continue the process and they will report in February.

G. INITIATIVE FIVE: RECONNECT WITH THE MISSOURI ASSOCIATION OF FACULTY SENATES: CORRESPONDENCE AND SUBSEQUENT FOLLOW UP

President Kerr reported continued correspondence with Shirley Chambling in the MAFS at Lincoln University about meeting and discussing issues. David Robertson of AAUP has also offered assistance and availability of the Red Book to our Faculty Senate. At the present time the Faculty Senate has not officially joined MAFS but we have had offers to share expertise from Faculty Senates across the state.

## H. SENATE CONCERNS FOR FURTHER DISCUSSION

Senator Bowman brought forward the following concerns:

- a) adjunct pay equity with recognition for years of service
- b) a system for documented petitions and proposals which have been made in Standing Committees and the Faculty Senate and their disposition
- c) better university-wide financial transparency

Senator Carr brought a concern about the changes in schedules for classes in this semester:

- a) classes were cancelled too early and missed interested students
- b) class times were changed without consultation with instructors

Senators Guiden and Weatherford-Jacobs are concerned that the minutes from the Faculty Senate meetings have not been available to the faculty. Posting them on the website will help this concern.

## **III.** ADJOURNMENT

The meeting was adjourned at 4:00.

ATTACHMENT A

**Budget Proposal for the Harris-Stowe State University Faculty Senate 2013-14**

**Approximate Recurring expenses:**

100.00 Membership in the MAFS for HSSU chapter

Attendance at the MAFS meeting Fall 2013 (2 senators) \$55 or \$35 for second attendee registration

Travel, food, lodging in Jefferson City (Go for two full days including meeting with legislators.) (approximate expense \$2,500) x 2

Attendance at the MAFS meeting Spring 2014 \$2,500 x 2

Total participation in MAFS = \$10,100

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Honorariums to representatives of other Faculty Senates \$400.00 in 2013 for Fall Institute x2; for Spring and Fall (\$800)

Refreshments for the Institutes (\$200)

Total HSSU Institute costs = \$1,000

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Website maintenance for HSSU Faculty Senate

Secretarial Support for the Senate 10 hours a month @\$12 an hour 10 months (\$1,200)

Business cards and name tags for each senator (\$45)

Stationery and Postage (\$100)

Copying costs

Total Business Supply cost = \$1,345

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Release course time for Faculty Senate President, VP and Secretary (6 courses @ \$1,550 x 2 for the year) (\$9,300)

Total personnel costs = \$9,300

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**TOTAL FOR 2013-14 HSSU Faculty Senate Budget:**

**\$21,745**

**The allocation from HSSU would be an account for Faculty Senate use.**

## ATTACHMENT B

### REPORT FROM DISCUSSION AT THE SPRING INSTITUTE

#### FACULTY SENATE BREAKOUT SESSION RESULTS

01/02/2013

**Facilitator: Dr. Odessa Weatherford**

**Recorder: Money Guiden**

#### 1. What is the role of faculty governance at HSSU?

- To develop an understanding by all stakeholders that governance is negotiated.
- To help identify what is expected of us as identified by the faculty and identify our roles.

**What should faculty governance look like, in a normative sense, at HSSU?**

- It should have more representation of faculty and representation of the student body. Governance should be clear about including the group which is affected in decisions.

**Ex: Scheduling changes (time) should not be done without prior consultation with that instructor, who might have the best knowledge of the best time to reschedule, as it affects students.**

- Should not assume something is arbitrary when it can be shared governance.

#### 2. What are the Top five issues facing the university that needs to be addressed by shared governance?

- Allocation of Resources
- Control of curriculum/Changes
- Safety of Student & Faculty
- Transparency by all
  - (Financial /Budget decisions;
  - the faculty should be aware of the content of their own personnel records )  
Ex; Board of Regents has knowledge of faculty needs and student issues )
- Retention/Recruitment/Graduation (based upon importance each one needs)
  - Discussion of this point brought out that they are separate issues

**Discussion Points about the issues facing the university:**

- We need to have access to the Board of Regents Manual (transparency)

- We need to work together as a **UNIT** for the good of our University making sure we present **Best Practices**
  - **Ex: There was no one available to answer at the switchboard today not even voicemail; especially when students might want to speak to someone about attending our university.**
- We need to promote ourselves
- Evaluation results need to be easily accessible to faculty for improvements in their teaching etc.

### **3. Whom do we serve?**

- **Students first, as our customers, and all faculty , our Administration**

### **4. How do we serve them ?**

- **We tutor, mentor, motivate and address the needs of our students; We address concerns of the faculty and administration that affect the progress of the university**

### **5. What results do we anticipate?**

- **Retention of students and improved faculty**

### **6. What elements of the university's legacy should shape or constrain the future?**

- **HSSU is known as a teaching institution that needs to be brought back to the forefront**
- **HSSU is historically black but needs to let it be know that its not exclusively black**
- **HSSU is accessible and affordable with small class sizes**
- **HSSU is known for its Community Involvement (25 years MLK Program)**

#### **Discussion points:**

**WE NEED TO CHANGE OUR IMAGE IN ALL DEPARTMENTS by assisting each other.**

**Ex: Advisement needs assistance from faculty**



## ATTACHMENT C

### ATTENDANCE LIST, January 11, 2013

KENNETH BOWMAN  
GREG CARR  
MONEY GUIDEN  
JOHNDAVID KERR  
PETER NDOMA-OGAR  
MARY PIER  
ODESA WEATHERFORD-JACOBS

### ABSENT

REMIGIUS ONWUMERE

## ATTACHMENT D: 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 E**

1. Faculty Personnel, Policies and Procedures Manual.
2. AAUP's "Red Book" (Johns Hopkins Press, 2011).
3. Five-Year Strategic Plan & Supporting Documents.
4. Accreditation reports and findings: shared governance.
5. Engagement model with Board of Regents, President, Vice President of Academic Affairs, deans, and departmental chairs, and the HSSU Faculty Senate three-year model plan.
6. Strategic Goals and Key Initiatives: Key Performance Indicators.
7. Benchmark Missouri, regional and national universities and shared governance practices and strategy plans.
8. State Governance Action Report, Association of Governing Boards of Universities and Colleges, September 2011.
9. Gov. Jay Nixon's annual higher education summit and report(s), August 2011.
10. Missouri Association of Faculty Senates (MAFS).
11. Executive Summary of HSSU faculty governance activity since 2007: failed and passed resolutions, Board of Regents meetings and attendant documentation, engagement and evidence-based practices of shared governance awareness and execution; surveys or documented evidence of outside, third-party interaction on shared governance matters, etc.

Convene Governance subcommittee

Faculty Survey in fall 2012-Spring 2013

Review documentation of and analyze evidence-based practices of shared governance and produce strategy map and objectives gap

## ATTACHMENT F

### B. 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 (See above at III, A.)  
Consolidate Standing Committees  
Standing Committee Reports: objectives and metrics  
End-of-year reports

## ATTACHMENT G (LOOK FOR A REVISION OF THIS LETTER IN THE FEBRUARY AGENDA )



### HARRIS-STOWE STATE UNIVERSITY FACULTY SENATE

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August 10, 2012

A Message from President Johndavid Kerr:

The Harris-Stowe State University Faculty Senate and University Assembly are part of the shared governance environment at Harris-Stowe and we are pleased to announce that the recently-elected faculty senate in the spring of 2012 is prepared to move forward on governance matters, as set forth herein. HSSU's nine senators represent each academic unit/department and bring a wealth of experience and expertise to meet the challenges ahead. With state budgetary constraints and administrative "downstream" and "upstream" pressures mounting, the HSSU faculty senate has a lot of work to do in the upcoming academic year. However, the senate is prepared to move forward and work within our shared governance environment and make

progress toward milestones for the betterment of faculty, professional staff, and students. Indeed, under my presidency, we will work hard to bring joint and collective effort to the shared governance decision-making process with the governing board, President Walker, and administration.

This website is a testament to the work of the senate this summer and I hope that the site's features and links provide full transparency regarding our agenda, meetings, resolutions, and involvement with Missouri's shared governance system, such as the Missouri Association of Faculty Senates and member universities. Further, we are in the process of ramping up the faculty senate's fall and spring agenda. Under our Six Key Initiatives and Milestones, I have set forth a course of action for the senate to increase faculty governance presence at Harris-Stowe through the passage and adoption of a set of revised bylaws and constitution to be presented to our governing board in November, through increased faculty involvement in academic and curricular decisions, by collecting governance data through a faculty survey to be given in the fall or spring, and through a careful examination of our standing committee system. We plan to accomplish these Initiatives and Milestones through methodical, inclusive, and deliberate due diligence, and by sounding the collective experience and expertise of our faculty, professional staff, and students.

I have briefly mentioned some of the key initiatives and activities envisioned for the next twelve months, and I encourage you to check this site often as we will provide updated messages, documents, and links in an ongoing effort to provide both internal and external stakeholders with information about our senate activities and progress.

Thank you, again, for visiting the HSSU faculty senate website and do not hesitate to contact me or any of the senators with questions, ideas, and suggestions. We are here to help move the needle on supporting and advancing our institution's mission by complementing the shared governance environment in the best interests of everyone.

Kindest Regards,

Dr. Johndavid Kerr  
Faculty Senate President