



HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

Minutes, July 19, 2012 3:10 p.m.

I. Call to order

A. President Kerr called the meeting to order and revised the agenda because of the absence of some senators.

B. The Attachment B in the June minutes will be included and added to in subsequent minutes. The value of the links in the Attachment will continue to assist the Senate with the development of ongoing discussions of policy and bylaws. The June minutes will continue to be discussed and approved in the next meeting.

II. SIX KEY INITIATIVESPRESIDENT KERR

THESE INITIATIVES REPRESENT THE SENATE PRIORITIES FOR THE NEXT TWELVE MONTHS.

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;

President Kerr observed that the newly elected Senate is already three and a half months into its service and he has set a milestone for the Senate to complete the revision of the Senate Bylaws, achieve acceptance by the faculty and gain adoption of them by the Administration and Board of Regents by the end of the Fall 2012 semester.

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;

Senator Carr discussed the importance of including the Center for Retention and Student Success in educational discussions acknowledging that they are the gatekeepers for many

students who then enter the General Education classes. Discussion also ensued about the role of the Senate in encouraging curriculum changes whose work is done through the standing committees. Questions were raised about inclusion of the CRSS (Center for Retention and Student Success) division in the Senate. They are part of the larger academic community of the university. It is hoped that the Faculty Senate may bring leverage to their activities primarily through the Educational Policy Committee and through other actions which promote recruitment and retention at HSSU.

b) The planning and drafting process regarding the faculty policy and procedures manual and other institutional governance measures;

President Kerr continued to encourage the senate to study other university's faculty policies. For the next meeting we will look for the work by Senator Walls and he suggested that we look carefully at Lincoln University's faculty senate website to see how policies may relate to HSSU governance:

Senator Carr will study A-C; Senator Ndoma-Ogar will study D-F; President Kerr will study G-I.

- 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

Through this study President Kerr hopes to begin creating a master document of Senate procedures and notations of how these ideas would fit with the HSSU culture.

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; such as NCATE, HLC, ACBPSP, and IACHE.

Senators Bowman and Onwumere will continue this study to discover how these bodies deal with various issues and their application to HSSU.

d) A healthy debate on what further measures can be taken to improve the educational experience of HSSU students, including retention and recruitment measures;

No new report.

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;

No new report

3) Conduct a faculty survey to profile and study faculty concerns and ideas to empower faculty, to address low morale, and to foster improved lines of communication between the administration and faculty by setting up accountability measures for incremental change;

No new report

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;

See Subcommittee for Technology report below. (III)

5) Build a working relationship with the Missouri Association of Faculty Senate and its university members;

No new report

6) Find university funding for the faculty senate in support of its needs to study and incorporate best practices by attending conferences and to build partnerships with other universities;

Senators Ndoma-Ogar and Pier brought several concerns about the university funding of Senate Business:

a. It should be independent from the Administration.

b. We need a secretary to provide support for updating the website and communicating with the faculty. This person could be a shared position with other university duties, but the secretary would be a contact point for faculty questions, concerns, submission of proposals, reservations for events, etc.

c. The budget of the Senate should be adequate to send representatives to conferences especially in Missouri and to pay for printing of minutes, agendas, visitors to campus from other universities to present programs, etc.

President Kerr will ask for a budget of \$1,500-\$2,000 for the 2012-13 year. He reported that Dr. Smith has suggested that he can approve some money from the Division of Academic Affairs Office budget as a financial line for the Senate. Senator Ogar said that we need a proposal form with items that are cost estimates including conferences, printing, even web design and support which are billed by other offices at the university. Eventually we will need a separate fund

which may include faculty donations and payments for events. Senator Pier mentioned the Flower and Card fund that Dr. Hiram used to host as being an appropriate senate fund generated partially by faculty donations. President Kerr stressed that any fund would be a transparent account with good internal controls. We will need a Senate Treasurer. He said that we would discuss this issue further.

III. Technology SUBCOMMITTEE REPORT.....VICE-PRESIDENT MOSLEY

In an email dated July 25 subsequent to the meeting Dr. Mosley has reported:

The Senate Website will be posted by the end of the month. We will need:

- Senate President's welcome letter.
- Senator's photos and titles, email, and phone numbers .
- Procedures and process as to how senator officers will see private information
- Members will have general access.

IV. BYLAWS AND CONSTITUTION SUBCOMMITTEE REPORT.....SENATOR WALLS

No new report

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

A. PRE-INSTITUTE DAY, AUG. 18, 9:00 A.M. TO 12:00 P.M.

The Senate has been asked to host a Pre-Institute morning on August 15 from 9-12. We will be meeting in the Center for Early Childhood Education Auditorium for the meeting.

- President Kerr will open the meeting and introduce the senators.
- Senator Ndoma-Ogar will create a PowerPoint Presentation around a theme of Governance and Team-Building.
- The PowerPoint will be 10-15 slides which may include summaries of the By-Laws and the Six Initiatives which have been described above in the minutes. AAUP governance terminology could be used with source documentation.
- Senator Pier suggested that a theme could be "Defining our role: What is Faculty Governance for HSSU?"
- A panel of guests who have been involved in faculty governance on their university campuses will include representatives from Lincoln University, Maryville University and Webster University.

Senator Carr expressed the hope that discussions will involve the importance of moving beyond jargon and clearly defining words: "Mission", "Vision" and "Shared Governance", Also we will ask our guests to discuss the challenges of shared governance on their campuses.

- From 11-12 we will have three breakout sessions with one guest and two senators in each breakout including all other attendees.

- At noon we will host a lunch at the Bosley Hall dining facility for all faculty and our invited guests. At that time we will introduce new faculty and continue the discussions.

Shared responsibilities for the Pre-Institute Meeting:

- President Kerr (Maryville), Senators Carr (Lincoln) and Onwumere (Webster): Invite the guests and let them know the agenda.
- Senator Ndoma-Ogar: Create a theme and PowerPoint Presentation
- All senators: Contribute ideas to the PowerPoint. All ideas need to be given to Senator Ndoma-Ogar by July 27.
- Senator Pier: arrange for the dining hall space, find out the fee for lunch, arrange for name tags for the new faculty.

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

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. Senator Carr will make the reservations for the room.

- 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. Senator 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.

VII. OTHER SUBCOMMITTEES - NONE

VIII. ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Mary Pier, Secretary of the HSSU Faculty Senate

ATTACHMENT A

ATTENDANCE LIST, July 19, 2012

GREG CARR
JOHNDAVID KERR
PETER NDOMA-OGAR
MARY PIER

ABSENT:
KENNETH BOWMAN
MONEY GUIDEN
Dr. MOSLEY
REMIGIUS ONWUMERE
BETTY WALLS

ATTACHMENT B

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

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>