HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

Minutes, June 14, 2012   2:30 p.m.

I.   Call to order

Agenda Items: President Kerr will move agenda items around for this meeting.
Announcement: Everyone needs to be prompt to meetings.
Attendance: Attachment A. A quorum was present to carry out the agenda and items for consideration.

II.   Approval of Minutes

Minutes were approved with one change on page two. (Revision made in document)

III.   New Business

A. Shared Governance

President Kerr opened this discussion by stating that the Faculty Senate will take a "scorched earth" approach to examining and analyzing all of the shared governance documentation and evidence-based practices at HSSU, a process that will take approximately six months to complete. He further explained that a subcommittee will need to examine all of these documents and practices to determine the rightful and authoritative position of the Faculty Senate in the constellation of shared governance. He expressed that in his recent discussions with the Chief Academic Officer, the administration has very high expectations for the newly-formed Faculty Senate and looks forward to working with all of the members. He also stated the new Faculty Senate will be a data-driven body, whose mission and objectives are still under consideration.

1. **HSSU Faculty Personnel, Policies and Procedures Manual**. The manual mentions a Faculty Assembly. The manual needs to be changed to reflect the name "Faculty Senate" and to encompass a shared governance blueprint that will benefit HSSU's faculty. A question was raised as to the past involvement of faculty in the substantive development of the manual.

2. **AAUP's "Red Book".** (John Hopkins Press, 2011) President Walker recommends using this book as a guideline for Policies and Procedures.

3. **Five-Year Strategic Plan & Supporting Documents.** Dr. Smith has invited President Kerr to be on a committee to assist with this document. The only mention of faculty governance in these documents currently is to faculty pay increase in increments.

4. **Accreditation reports and findings: shared governance.** President Walker may provide re-dacted copies of HLC report, showing faculty governance findings/recommendations only. The Faculty Senate may have to "deconstruct" what outsiders are saying about faculty 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.**
President Kerr explained that an engagement model ensures proper traction between the Faculty Senate's goals and initiatives and the administration's goals and initiatives. Senator Walls suggested that the Faculty Senate should proceed slowly and within accepted parameters to ensure traction and legitimacy with administration and the Board of Regents.

6. **Strategic Goals and Key Initiatives: Key Performance Indicators.**
 President Kerr explained that private industry uses these indicators to measure outcomes and goals or milestones. The Faculty Senate is a new model and will provide a workable model for successive Faculty Senates.

7. **Benchmark Missouri, regional and national universities and shared governance practices and strategy plans.**
President Kerr explained that benchmarking will provide credibility and "best practices."   Sena-tor Carr said this process would give the Faculty Senate some guidance on key areas to govern-ance. Senator Ndoma-Ogar said that such benchmarks will provide insight into mission state-ments and what the goals and objectives of the Faculty Senate should be.

8. **State Governance Action Report, Association of Governing Boards of Universities and Col-leges, September 2011.**
President Kerr explained that, as part of the "broader strokes" of his vision for the Senate, this document will allow the Faculty Senate to get a handle on state practices and initiatives, ex-pressly dealing with budget restraint measures and innovative processes.

9. **Gov. Jay Nixon's annual higher education summit and report(s), August 2011.**
President Kerr said the subcommittee will look at these findings and recommendations.

10. **Missouri Association of Faculty Senates (MAFS).**
Members were enthused about this state resource. President Kerr said the Faculty Senate will examine their website and contact MAFS' executive leadership and senate chapters for guid-

ance and oversight. All senators were encouraged that they weren't "acting alone" in moving the Faculty Senate forward.

 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.**
All members would like to see these documents as a "footprint of the past" and to make progress on foundational strides since 2007. President Kerr wants the Faculty Senate to move and progress as a data-driven body, not merely based on anecdotal evidence.

Summary of the Governance Discussion: All members agreed to form a Governance Subcommittee to research and formulate proposals about the role of the Faculty Senate in Harris-Stowe State University's governance. The Senate agreed that the subcommittee will review documentation and analyze evidence-based practices of shared governance to produce a strategy and objectives map. Links to the previously mentioned documents (where possible) are included in Attachment B of these minutes.

B. Survey of Faculty Fall 2012 or Spring 2013

This topic generated much discussion.   Vice President Mosley acknowledged that it is a good idea but that we should wait until we've proven ourselves with some results. Senator Onwumere disagreed that we should wait, and said it is a very good idea that we should survey the faculty soon to develop data on perceived major concerns; otherwise, the Faculty Senate is just guessing at what the faculty's expectations and wants are. Senator Walls said she agreed with both perspectives. Senator Ndoma-Ogar said it is a very good idea but we need to set goals and objectives to measure what we are planning to do.

Everyone agreed that a survey should be given to the faculty and staff, but there was some disagreement about when to submit it. Senator Onwumere suggested Fall 2012 or, alternatively, in Spring 2013.

C. Faculty Senate relations with the NEA

Senator Walls wanted clarification on whether the NEA and the Faculty Senate are one-in-the-same or if they are separate. President Kerr clarified that the Faculty Senate is an intra-university governance body, recognized and authorized by the president and chief academic officer pursuant to the vested powers of the Board of Regents. The NEA, however, is an outside body that is not affiliated with the university, although some HSSU faculty are members of the

NEA and AAUP. President Kerr recommended that any NEA or AAUP motions or concerns be properly set forth in a Faculty Senate motion for consideration before the Faculty Senate.

D. Standing Committees

President Kerr stated that a subcommittee needs to be formed to examine and analyze nine standing committees. Senator Onwumere recommended that 1 and 2 be consolidated.

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

Standing Committee Reports and End-of-Year Reports should have clear objectives and metrics. All agreed to the merits of these suggestions and the Faculty Senate will take these up at the July 19 meeting.

E. Faculty Senate Technology Subcommittee

1. **Engagement model with Communications and Marketing Dept. and Information Technology Department.** President Kerr appointed Vice President Mosley to head up the technology subcommittee and to report at the July 19 meeting on their progress. Senator Carr asked to assist with this subcommittee and wants to move along these initiatives.

2. **Faculty Senate Website: Silverlight Webcasts of full Faculty Senate meetings, including copies of minutes and relevant reports.** President Kerr advised everyone to check out the University of Florida's Silverlight FS webcasts, as an example of the technology that can capture Faculty Senate meetings.

3. **Faculty Senate Webpage**: The senate agreed that the webpage should contain reports and documents, such as Resolution formats, Robert's Rules of Order, and Red Book excerpts. The page would also benchmark local and regional university evidence-based practices.

4. **Private Executive Senate Website**: All senators also agreed that they would like a private executive senate website, which will include sharefile(s) for quick transmission of information between meetings, etc. and for carrying forward informal business and correspondence needs.

F. Other subcommittees

1. Retention and Recruitment. Vice President Mosley and Senator Carr recommended that a Retention and Recruitment subcommittee be formed and that the new Center for Retention be included within the activities of this subcommittee's work and focus.

2. Budget and Funding. Senators Ndoma-Ogar and Omnuwere recommended a Budget and Funding subcommittee to investigate sources of funding for the Faculty Senate's operations. Senator Walls wants to know if the Faculty Senate has ever received a line-item in the university's budget. These budgeting issues will determine how much the Faculty Senate can pursue in terms of objectives and goals.

3. Policy and Procedures. Senator Carr recommended that a Policy and Procedures subcommittee be formed to analyze Policy & Procedural matters. The subcommittee may provide recommendations on how to implement P&Ps in the faculty manual drafting and conceptualizing process as another way of sharing governance.

G. Fall 2012 Faculty Institute and Faculty Meetings in AY2012-20

1. Academic Affairs has proposed that the Faculty Senate conduct and organize the first day of the Institute to kick-off the semester with professional development and governance programs. Senators, in general, felt that this is too much, too soon, in terms of sharing the administrative responsibilities for the fall institute. The Senate is interested in assisting academic affairs in its efforts to provide shared governance opportunities for purposes of future institutes.

2. Academic Affairs has proposed that the Faculty Senate conduct full Faculty Senate monthly meetings on set Fridays, with the understanding that Academic Affairs and related administrative offices will occasionally present on university-related matters.

H. Motion Process and Procedure

President Kerr recommended that a two-round motion procedure be implemented, as a possible manner in which to introduce extra "fairness" into the voting process. All senators agreed that only a one-round motion process was necessary due to the small size of the senate. As such, the Faculty Senate will use a voting agenda process to hear and pass motions.

I. Faculty Senate Meetings

1. Closed Faculty Senate Executive Meetings – date and time each month, as necessary. All senators want to meet monthly in private to ensure progress and traction with the Faculty Senate's mission, objectives and goals. Vice President Mosley and Senator Carr recommended that the seminar room in the AT&T Library be used for these meetings.

2. Open Full Faculty Senate Meetings – date and time each month. President Kerr expressed Academic Affairs' wishes that the full Faculty Senate meetings with faculty be held in Room 301 each month, as shared with Academic Affairs and the standing committees. All senators support this forum and meeting proposal. Meetings to be determined.

3. July's meeting: July 19, 3:00-4:30 p.m. All agreed. The meeting venue, as discussed, will most likely be in the Seminar Room in the Library. Senator Carr will explore meeting times and availability of the Seminar Room with the library staff.

IV. Old Business

A. Policies and Procedures for Promoting Transparency

President Kerr suggested publicizing the agenda of meetings in advance to promote transparency. Other suggestions included using a Webinar format during meetings and a ListServ or blog for advance comments about issues from the full faculty. The Senate will explore using technology to allow input at all levels about the issues within the time constraints of the monthly business meetings. Secretary Pier, Senator Carr, and Vice-President Mosley expressed interest in working with the Office of Communications and Media Relations and any related offices or departments to explore these technological solutions.

B. Status of Bylaws

President Kerr appointed Senator Walls to head up this subcommittee to review and benchmark other university bylaws and to produce three draft HSSU versions for consideration by the Faculty Senate at the July 19 meeting. Senator Ndoma-Ogar offered to assist Senator Walls with this process. All senators agreed that the bylaws should be rewritten and that this is a very high priority before the fall semester begins.

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.

V. Action Calendar – None

VI. Standing Reports – None

VII. Other Reports – None

VIII. Adjournment. Meeting was adjourned at 5:05 p.m.

    Respectfully submitted from notes of President Kerr

    Mary Pier,

    Secretary of the Faculty Senate

ATTACHMENT A

ATTENDANCE LIST, JUNE 14, 2012

1. GREG CARR
2. JOHNDAVID KERR
3. LE'CRESHA MOSLEY
4. REMIGIUS ONWUMERE
5. PETER NDOMA-OGAR
6. BETTY WALLS

ABSENT:

7. KENNETH BOWMAN
8. MONEY GUIDEN
9. MARY PIER

ATTACHMENT B

Links to sources for governance

Here are some links to the shared governance documents discussed at Thursday's 6/14/12 meeting:

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