HARRIS-STOWE STATE UNIVERSITY
FACULTY SENATE

MINUTES, MARCH 15, 2013   **2:30PM – 4:00PM**

I.   FACULTY SENATE…………………………PRESIDENT KERR

A. CALL TO ORDER

The meeting of the HSSU Faculty Senate began at 2:39 on March 15, 2013.
 A quorum was present.

B. APPROVAL OF THE FEBRUARY 15, 2013 MINUTES

The minutes from the February 15 meeting were approved by the Senators without amendment.

C. NEXT MEETING ON APRIL 12, 2013

D. WELCOME NEWEST SENATOR, HATTIE WEAVER

Although Hattie Weaver has been chosen as the newest Senator from the College of Education, Vice President Weatherford-Jacobs regretfully reported that Senator Weaver will be on leave for health reasons for the remainder of the academic year.

E. PRESENTATION BY JAMES FOGT

James Fogt, Director of Information Technology, came to the meeting to demonstrate a website that the IT Department has developed to record meetings and assist with University Assessment. He is currently using it to record the Executive Leadership Council meetings. The Senate is hoping to use it for all meetings and to facilitate Standing Committee reporting beginning in August of 2013.

The advantages of the meeting recording software:
- Immediate transfer and transparency of information

- Accountability of the unit

- Attendance

- Action items will be recorded and available for follow-up within the committee and transferable to the Senate or next level of governance for an orderly decision-making process. (Action items will remain in the system until they are decided)

1

      ○ Tasks accepted by committee members will be followed up for completion.

      ○ Reports of activities will be classified along accreditation standards so that they can be aggregated across the university for future reports to accreditation bodies.

As he gave his introduction to the process, Mr. Fogt demonstrated the ease of using the system by recording his presentation as an entry.

Records can be made during the meeting or after the meeting from notes. The record can also be revised at later time if the committee finds errors or discrepancies.

After the presentation, the Senate decided to try the software for the April Senate meeting. Then they will introduce the system at the August Faculty Institute for use by all Standing Committees.

If the system is used effectively by the committees, it will be helpful in documenting the movement of proposals presented in committee, developed and moved forward to the Faculty Senate in a direct and orderly procedure. Action items would also be well documented as the Senate moves them forward for further action by the Administration and, if necessary, the Board of Regents.

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

        A. INITIATIVE ONE: BYLAWS, SEE ITEM IV BELOW.

            A) RECOMMENDATION TO CHIEF ACADEMIC OFFICER DR. DWAYNE SMITH AND PRESIDENT WALKER.

            B) BYLAWS UNDER REVIEW BY THE BOARD OF REGENTS' ACADEMIC AFFAIRS SUBCOMMITTEE.

            C) BOARD OF REGENTS' MARCH 26, 2013 MEETING.

President Kerr reported that, in a meeting with Dr. Dwayne Smith, he was told that Dr. Smith and President Walker intend to fast track the Faculty Senate By-Laws through the Board of Regents. He also was told that the Senate should soon be approved as the recognized faculty authoritative body in negotiations of salary and other shared governance issues. This issue will be under discussion at the next Board of Regents meeting on March 26 in response to demands from the NEA to act as the negotiating representative for the HSSU faculty.

A) STANDING COMMITTEES

(1)   APRIL 12 END-OF-SEMESTER/YEAR REPORT BY
EACH CHAIR OR DESIGNEE.

Reports from the nine Standing Committees have been requested to be submitted to the Faculty Senate. The Senators discussed the lack of oversight of the committees during the current academic year.

It became clear from the discussion that the many changes in the organization of the university and the lack of change within the Standing Committee chairmanships and reporting of meetings has led to a confusion of governance procedure.

Some committees have continued to meet and bring proposals forward. Attendance at committee meetings and hearings for new proposals has been very low. Once proposals were drafted and edited, the Standing Committee Chairs formerly presented them to a full faculty vote at monthly faculty meetings. Since the monthly meetings were discontinued, the Standing Committees did not have a clear path to bringing their proposals forward.

The Faculty Senate, as requested by Dr. Dwayne Smith, resolved to request an End of Year Report from each HSSU Standing Committee including the number of meetings and the attendance at the meetings. .

B) FACULTY MANUAL: EDUCATION POLICY

The Faculty Handbook revisions and the changes to the General Education Curriculum are examples of the discontinuity of the Standing Committee process this year. The Faculty Senators recommended in their discussion that revisions in the Faculty Handbook need to spell out the procedures and flow chart for changes within the revised Administrative context of Shared Governance.

The Senators also expressed hope that the web-based software for reporting Standing Committee meetings and attendance will further organize and energize the flow of proposed changes and clarify the mandates of the Standing Committee organization.

As the discussion continued it was proposed that each Senator contact one university in the MAFS to collect Faculty Handbooks and to ask directly how the university senators proceeded in the case that proposals were not accepted by their administrations.

Specifically: Do the senates at other Missouri State Universities have a procedure to revise and resubmit proposals? Do they have a procedure to negotiate with administrators and to discuss reasons for the proposal's rejection? Are there time lines for response from administrators? If a proposal is denied what provisions are in place? Is there an appeal mechanism? How is shared governance used in the other universities to mediate change?

The Senators also agreed to look carefully at the AAUP Redbook for best practices in the flow of proposed changes from committee to faculty to administration decision making.

The present revision of the Faculty Manual needs to include information regarding these discoveries by the Senators as they complete their research through the MAFS and AAUP guidelines.

The following Senators each chose a Missouri State University to begin the research:
 UMKC – President Kerr
 Lincoln – Senator Guiden
 MO Southern – Senator Carr
 Truman – Secretary Pier
 Northeastern – Vice President Weatherford-Jacobs

The Faculty Senate approval of the current draft of the Faculty Manual was tabled until the research and new information could be included.

   III. **TECHNOLOGY SUBCOMMITTEE REPORT………………………………………SECRETARY PIER AND SENATOR GREG CARR**

The Website and the MYHSSU links for the Faculty Senators are in place. The Senators viewed the technology achievements and voted to accept the two innovations in transparent communication within the Senate and for the HSSU Faculty and community.
The Faculty Senate Website will be linked to the Faculty Resource Page:
http://www.hssu.edu/sp_content.cfm?wID=3&pID=492
The webpage includes:

 HOME
 WELCOME LETTER FROM THE FACULTY SENATE PRESIDENT
 MISSION STATEMENT
 NEXT MEETING
 LINK TO MINUTES
 LINK TO BY-LAWS
 HOW TO MAKE PROPOSALS AND REPORTS
 STATUS OF MOTIONS
 STANDING COMMITTEES
 FORM FOR END OF SEMESTER COMMITTEE REPORT
 DUTIES OF THE SENATORS
 SHARED GOVERNANCE

FACULTY INSTITUTES
MISSOURI ASSOCIATION OF FACULTY SENATES
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

Many thanks to the Information Technology staff especially Karen Essenpreis for her work on organizing and launching the webpage.

All information on this site will be reviewed by the Communications and Marketing Office for accuracy before it is posted. Courtney McCall and Brenda Talbot will be the reviewers of the content. This follows the university policy for any information which is available to the public.

The minutes of meetings will not be posted until they are approved by the Senators. Therefore, there will be a lag of one month in the posting of the minutes.

Some of the catagories are not complete, but the Senators viewed the format of the Faculty Senate webpage and approved it.

The MYHSSU site is currently operating on each Senator's page. The site will be in the form of a class in which all Senators are listed as professors. The "class" will not end with semester, but it is set to continue through the summer and into the future. As Senators are added or leave their positions, the classmates' names and emails will change.

Through the "FS Fac Sen" portal the Senators may contact each other, collaborate, post links to information and operate in all ways that a class could communicate.

The site is available only to the posted Senators giving a modicum of private communication within the group.

The Senators approved the new MYHSSU link.

V.   APRIL ELECTIONS…………..…………..…PRESIDENT KERR AND
       SECRETARY MARY PIER

        A. BYLAWS' REQUIREMENT FOR REPLACING ONE-THIRD OF THE
           CURRENT SENATE.

        B. NOTICE TO ACADEMIC UNITS/COLLEGES ABOUT ENSURING A FAIR
           AND REASONABLE VOTING PROCESS.

Prior to the next Faculty Senate meeting on April 12, there will be an election of new Senators. In compliance with the By-Laws each College/School of the University elects one new senator

each spring for a three year term. The other Senators continue serving their remaining terms of office. An out-going Senator may be re-elected.

Each College/School conducts the election in a fair manner approved by their respective Dean who will be asked to certify official results and that the election has been completed through a fair process. The new Senators will attend the April Faculty Senate meeting.

IX.   ADJOURNMENT

Despite other items on the Agenda, Senator Carr moved that the meeting be adjourned. Vice- President Weatherford-Jacobs seconded the motion.

There was some discussion of the necessity of a summer meeting.

The vote to adjourn carried. The meeting ended at 4:10 p.m.

ATTACHMENT A

ATTENDANCE LIST, March 15, 2013

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

ABSENT
PETER NDOMA-OGAR
REMIGIUS ONWUMERE
HATTIE WEAVER

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;

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;