



HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

MINUTES, NOVEMBER 9, 2012

2:30PM – 4:00PM

I. FACULTY SENATE.....PRESIDENT KERR

A. CALL TO ORDER

The Faculty Senate meeting was called to order at 2:35. All nine members of the Senate were present.

B. AGENDA

The most important agenda item was to finish discussion of the By-Laws which will be submitted to the Board of Regents at their January 22 meeting.

C. APPROVAL OF THE OCTOBER 12, 2012 MINUTES

Senator Guiden moved to accept the minutes from the October meeting which included the revisions of the By-Laws. Senator Carr seconded the motion and it was accepted by all senators

II. SIX KEY INITIATIVES & MILESTONESPRESIDENT KERR

A) INITIATIVE ONE: BYLAWS PUBLIC COMMENTS AND FORMAL VOTE BY FACULTY SENATE

Secretary Pier moved that the By-Laws come to a final vote. Senator Carr seconded the motion. Discussion ensued about the revisions that were made at the last meeting and the format of the By-Laws which would be submitted to the faculty, the administration, and to the Board of Regents.

- Vice President Mosley suggested that we add a section which states a vision and a mission statement at the beginning of the By-Laws.
- Senator Bowman suggested that the committees all needed specific charges to address in their deliberations.
- President Kerr suggested a section which defined vocabulary used in the document.
- Senator Ogar suggested a better typographic look for the document. He wants the By-Laws to be printed into a brochure that would be distributed to all faculty members.

In the interests of moving the revised By-Laws to a more final stage, the senate voted to accept the draft as it was written reserving the right to include future additions and revisions. The vote carried the motion. Eight senators voted yea. Senator Bowman voted no. President Kerr will present the bylaws to Drs. Smith and Walker for final presentment to the Board of Regents, at which time the By-Laws will be motioned for passage and adoption of the By-Laws at the board's January 22, 2013 meeting.

III. TECHNOLOGY SUBCOMMITTEE REPORT.....VICE-PRESIDENT MOSLEY AND SENATOR GREG CARR

Vice-President Mosley reported that the Faculty Senate Website will be up and running in a couple of weeks – by the end of the month. It will include the items which she had discussed in previous meetings including pictures, notice of meetings, minutes and a private space for Senators to communicate among themselves. All public posting on the website will be submitted for approval of the HSSU Office of Communications and Marketing. The website technology and maintenance will be included without fee

through the HSSU Department of Information Technology. President Kerr thanked the Technology Committee for their work on the website.

**IV. INITIATIVE FIVE: RECONNECT WITH THE MISSOURI ASSOCIATION OF FACULTY SENATES:
OCTOBER 7, 2012 CORRESPONDENCE AND SUBSEQUENT FOLLOW UP**

Secretary Pier reported that she and President Kerr have made inquiries about resuming HSSU Faculty Senate participation in the Missouri Association of Faculty Senates. It is important to pay dues of \$100 and find funding for members of the Senate to attend the meetings of MAFS in the spring. We discussed whether Title III money for professional conventions could be accessed for this participation by our senators.

V. INITIATIVE SIX: UNIVERSITY FUNDING FOR FACULTY SENATE ACTIVITIES

The budget for the HSSU Faculty Senate is being drafted for presentation to administration in order to get separate funding for daily needs and activities. To date, all requests for money such as the expenses of the Faculty Institute needed to be requested and allocated through the Division of Academic Affairs.

A motion was made by Senator Weatherford-Jacobs to propose a Faculty Senate line item budget for submission to the Administration. Senator Guiden seconded the motion and all senators approved. Senators Bowman and Pier will set an initial format in line with other university budgets. Senators Weatherford-Jacobs and Onwumere agreed to form a committee to estimate future costs including displays, conferences, printing and costs for the January Faculty Institute. Informal cost factors will be sent to senators by email to facilitate a timely budget submission for spring activities.

VI. SPRING FACULTY INSTITUTE.....PRESIDENT KERR AND SECRETARY PIER

The Faculty Senate has been asked to lead part of the Spring Faculty Institute. Items which will be addressed include the revised Faculty Manual which the Educational Policies Committee has drafted. Vice President Mosley will be attending organizational meetings to keep advised of the plans for the Institute.

Comments about the Faculty Senate Fall Institute included the confusion of labeling the Senate presentation as a Pre-institute meeting. Some faculty thought that those meetings were only for Senators and attendance was low. Senator Carr mentioned that the Faculty Senate should have time in the Spring Institute

not in a pre-institute. The issue of the Faculty Manual is especially important as setting an important platform for improving shared governance at HSSU.

Vice President Mosley suggested that the Spring Institute should include faculty focus groups that would discuss issues face to face. Some discussion followed about whether or not the Administration should be a part of these focus groups. Vice President Mosley will bring these concerns to the organizational meetings of the Spring Institute.

VII. Initiative Two: Improved Shared Governance

- A) STANDING COMMITTEES: AD HOC SUBCOMMITTEE
 - (1) END-OF-SEMESTER REPORTS FROM EACH STANDING COMMITTEE
 - (2) OBJECTIVES REPORT BY FEBRUARY MEETING
 - (3) FACULTY GOVERNANCE ALIGNMENT
 - (4) CONSOLIDATION PROPOSAL(S)

All senators agreed that the Spring Institute should include an end of semester report by the Faculty Senate to inform all faculty about the issues and achievements of the senate. At that time working documents can be presented for a wider faculty awareness and the senate will benefit from comments and criticisms from the faculty at large to assist focus of the spring semester meetings.

Senator Carr summed up the discussion of the Spring Faculty Institute by emphasizing that it should be a time to encourage faculty support of the Senate on issues of shared governance with the HSSU Administration. He stated that the objectives should be to inform, analyze directives, encourage attendance at meetings, and promote work on support procedures. The Faculty Senate By-Laws and the Faculty Manual are two platforms to begin the discussions.

. VIII. RESOLUTIONS

A. MOTION: POLICY & PROCEDURE FOR ADMINISTRATIVE RESPONSES TO FACULTY COMMUNICATIONS

Resolutions to offer procedures to respond to faculty communications and a faculty review of the health insurance policies were briefly discussed and tabled to future meetings after some background information has been collected about both resolutions.

The resolution pertaining to the selection of new faculty members presented at the October meeting was also tabled to permit data collection about the present hiring procedures through the Office of Human Resources Management.

IX. INITIATIVE THREE: FACULTY SURVEY

MEETING(S) WITH JAMES FOGT AND STAFF; PRESIDENT KERR, VICE PRESIDENT MOSLEY, SECRETARY PIER, SENATOR CARR, SENATOR OMWUMERE

INVOLVEMENT OF FACULTY WITH STATISTICAL AND ASSESSMENT EXPERTISE
DEVELOPMENT OF INSTRUMENT FOR SPRING LAUNCH

President Kerr spoke briefly about the Faculty Survey which is being constructed. James Fogt, the Director of the Department of Information Technology, will help to create the instrument. Roy Stewart, Chair of the Information Sciences and Computer Technology Department in the Anheuser-Busch School of Business, will crunch the data from the survey. The Faculty Senate hopes to launch the survey in February and have the results by April. The findings will be shared with faculty, deans and administration.

X. ADJOURNMENT

The meeting was adjourned at 4:00 p.m. The next meeting will be at the Spring Faculty Institute on January 3-4 2013. The time and place will be announced through email and/or the Faculty Senate website.

ATTACHMENT A

- 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

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.

5. Draft of the By-Laws approved by the Faculty Senate 9 November 2012

ATTACHMENT C

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 D

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 E



HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

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

Attachment E

ATTENDANCE LIST, November 9, 2012

KENNETH BOWMAN

GREG CARR

MONEY GUIDEN

JOHNDAVID KERR

Dr. MOSLEY

PETER NDOMA-OGAR

REMIGIUS ONWUMERE

MARY PIER

ODESA WEATHERFORD-JACOBS