



HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

MINUTES OCTOBER 12, 2012

2:30PM

I. FACULTY SENATE.....PRESIDENT KERR

A. CALL TO ORDER

The meeting was called to order by President Kerr at 2:35. There was a quorum of senators present.

B. AGENDA

The agenda for the meeting began with a thorough discussion of the By-Laws proposal that Senator Ogar has submitted. The Senate milestone for this approval has been set for October 20.

C. WELCOME TO SENATOR ODESA WEATHERFORD-JACOBS

The Faculty Senate welcomed Dr. Odesa Weatherford-Jacobs as a new senator from the College of Education. She will be fulfilling the term of Dr. Betty Porter Walls.

A. APPROVAL OF THE SEPTEMBER 14, 2012 MINUTES

The minutes of the September meeting were reviewed. They were motioned and approved. Members were advised to submit comments to Secretary Pier within seven days of the meeting, in accordance with accepted procedure.

SIX KEY INITIATIVES & MILESTONES (ATTACHMENT A).....PRESIDENT KERR

BYLAWS AND CONSTITUTION SUBCOMMITTEE

REPORT.....CHAIR SENATOR NDOMA-OGAR

- A. STATUS OF REVISED VERSION(S) (**ATTACHMENT B**)

- B. BENCHMARKED INSTITUTIONS AND TIMELINE

- C. FULL FACULTY REVIEW AND SENATE VOTE (**WEBSITE**)

The draft of the new By-Laws which Senator Ogar had sent to all Senators was given consideration by the HSSU Faculty Senate. This draft revised the previous By-Laws from 2002 when the institution was Harris-Stowe State College.

Senator Bowman and Secretary Pier had made extensive questions and suggested revisions to the draft of the new By-Laws. As a group, the senate reviewed the suggestions and discussed the reasoning behind the changes. Secretary Pier will forward the revised document to all senators for further review and approval at the November meeting. A copy of the revised By-Laws is included as Attachment B of these minutes.

III. RESOLUTIONS

A Resolution Pertaining to the Selection of New Faculty Members was offered to the Senate by Dr. Mark Abbott. A motion to discuss the resolution was made by Secretary Pier and seconded by Senator Carr.

Dr. Abbott explained the rationale behind the resolution and the need for changing the process to include more faculty involvement. The resolution is included in Attachment C of these minutes.

The Senate briefly discussed the resolution. With the provision that the resolution would be identified with the faculty member and would be revised, the Senate formally voted and approved the motion.

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

- A. WEBSITE FUNCTIONALITY

B. WEBSITE CONTENT; PRESIDENT'S LETTER (ATTACHMENT E): RESOLUTION PROCEDURES; MAFS LINKS AND RELATED LINKS

C. PUBLIC NOTICE OF SENATE MEETINGS AND BLOGS

Due to the bereavement absence of Vice President Mosley, Senator Carr reported on the Technology Committee activities. The planned website for the Faculty Senate is still under construction but he expects it to be operational within thirty days.

V. TEACHER OF THE YEAR SUBCOMMITTEE

A. CONGRATULATIONS TO NOMINATING SUBCOMMITTEE!

B. MEETINGS WITH JAMES FOGT AND STAFF TO STREAMLINE PROCESS NEXT FALL

The Teacher of the Year sub-committee, Vice President Mosley, Senators Guiden and Carr were congratulated for their success in running the election and tabulating the results. Dr. Charlene Jones was elected by the faculty as the Emerson Teacher of the Year.

James Fogt and his staff were able to set up an email voting system and expand the mailboxes of the committee to accommodate the email traffic for the election. The process worked despite the short notice. It is hoped that next year will bring more faculty participation in the selection of Emerson Teacher of the Year.

VI. ADJOURNMENT

Despite the fact that several other issues remained on the agenda due to the extensive discussion about and mark-up session of the bylaws, a motion to adjourn the meeting was made by Senator Bowman and seconded by Senator Onwumere. A proposal by Senator Carr was deferred until a future meeting.

The meeting was adjourned at 4:10.

Respectfully submitted,

Mary M. Pier, Secretary of the Faculty Senate

ATTACHMENT A

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 B

BY-LAWS PROPOSAL (Changes made at the Oct 12 meeting are in red)

FACULTY SENATE BYLAWS FOR HARRIS-STOWE STATE UNIVERSITY

PREAMBLE: The purpose of Harris-Stowe State University faculty senate is to strengthen the faculty component of the university governance, share concerns, information, and governance procedures, provide leadership training for elected individuals involved in faculty governance and work with the administration for the good of Harris-Stowe State University and the College community. **The By-Laws can serve as an embodiment of both the Constitution and By-Laws,**

SECTION I

MEMBERSHIP

Schools and Colleges will determine the qualification for election. Three representatives will be elected from each academic school/college.

ii. **eliminated**

SECTION II

MEETINGS

The faculty Senate shall meet **at least four times each semester** during the academic year. Special meetings of the faculty Senate may be called:

- i. At the request of the President of the Senate or by the Vice-President in his/her absence from the university campus.
- ii. At the petition of a majority of the membership of Faculty Senate.
- iii. The President of the Senate may call a meeting of the whole faculty. **All meetings are open meetings.**
- iv. A quorum will be required for the transaction of business
- v. For purposes of interpreting Henry Robert's Rules of Order, a "member" in the Senate is a voting representative duly elected by the school or college which he/she is representing.

- vi. Minutes of all meetings called by faculty Senate shall be emailed and distributed by the Senate Secretary to all Senate members.

SECTION III

COMMITTEES

- i. Faculty Senate shall have **four operational** committees: namely, budget or finance committee, **personnel** policies committee, executive committee **and technology** committee. Other ad hoc committees may be formed if needed. The charge of each committee shall be approved by a simple majority of the voting membership of faculty Senate.
- ii. Each **operating** committee shall report elections and/or membership changes to the Faculty Senate along with a proposed calendar for committee meetings for each semester.
- iii. Minutes and meeting calendar for **operational** committees shall be available on the Faculty Senate website.
- iv. Executive committee: the executive committee shall consist of the President, Vice President, Secretary and **Chairs of operational committees**.

SENATE CHARGES:

- i. Establish a regular working relationship with Administration, Faculty Senate, faculty and the Board of **Regents**.
- ii. Draft by-laws if needed. **And a Constitution**
- iii. Call, create agenda for, and conduct regular and special meetings for the Senate.
- iv. Establish and prescribe the functions of **operational** committees, appointing members and designating chairs to serve one year. **The chairs may be reappointed or reelected for subsequent terms.**
- v. President shall attend meetings of the **Board of Regents** and, if directed by **the** Senate, shall communicate faculty concerns to the **Board of Regents** through channels approved by the board.

- vi. The President shall be available for consultation with faculty and shall communicate same to faculty how and when consultations may take place.
- vii. The academic workload of the President shall be adjusted by the Vice President of Academic Affairs commensurate with demands and responsibilities of the office.
- viii. The Vice President of the faculty Senate shall assume the chair in the absence of the President. He/she may represent faculty and the university activities.
- ix. If the President steps down from the chair to address the Senate on the merits of a bill, the Vice President shall preside.
- x. If the office of the President or Vice President should become vacant, the Senate, at its next meeting, shall elect a replacement to complete the unexpired term.
- xi. Secretarial support for the faculty Senate shall be provided by the Vice President of Academic Affairs.
- xii. The secretary shall prepare reports at the discretion of the President and transcribe such minutes of each regular or special meeting.

SECTION IV

ELECTION / QUALIFICATION

- i. Elections shall be held in April each year. Elected representatives shall take office in May in preparation for the academic year faculty institutes in the Fall semester.
- ii. Special election: if the representative is unavailable, the college/school shall appoint a temporary representative for no more than 30 days.
- iii. The term of office for each representative shall be three years, with staggered terms, so that approximately one third of the body stands for election each year.
- iv. Qualification of Faculty Senate members shall be largely determined by the college/school. During time of service, representatives should have at least an average of one-third teaching assignment to be calculated by the college/school.
- v. Faculty Senate member may be recalled by a two-thirds majority vote of the school/college which elected that member.
- vi. The President may appoint a Parliamentarian who is a member of the Senate. Rules of Order shall follow "Henry Robert's Rules of Order" procedures.

SECTION V

VOTING

- i. A permanent voting record shall be maintained by the Secretary. With the exception of consent items and unanimous votes, all votes shall be recorded individually.
- ii. The following votes are required
 - a) to present an amendment to the by-laws to the electorate -- a two-thirds vote of the Senate's voting membership.
 - b) to approve any other Senate action - a **simple** majority of votes cast with the number of votes in the affirmative at least equal to a majority of a quorum; absenteeism **does** not count as vote cast.
- iii. A quorum exists when there are representatives present who can cast a majority of all votes possible.
- iv. **Proposals** may be submitted to the Executive Committee by any Senate member prior to the meeting of Faculty Senate to be placed on the agenda for that meeting.
- v. A **proposal** may be assigned to a committee for review before Senate action. If an assigned bill fails to receive the approval of the committee, it will not normally come back to the Senate. The Senate may, however, override the decision of the committee and consider the bill directly.
- vi. **Proposals** passed by the Senate require final approval by the President of the University. A decision not to approve the proposal shall be communicated to the Senate within 30 days of the Senate approval.

SECTION VI

Customs to be observed by faculty Senate

All elected members that form faculty Senate shall be addressed as Senators while the President addressed as "Mr. President" or "Madam President" during debates, meetings and deliberations

of bills. So also applies to "Madam Vice President". ~~Presiding officer shall speak of himself or herself only in the third person.~~

SECTION VII

AMENDMENTS TO THE BY-LAWS

- i. Proposed amendments may be submitted in writing by any Senator representing his/her school/college.
- ii. A two-thirds vote of the Senate membership **or** a petition of a quarter of electorate is required for presentation of an amendment to the electorate.
- iii. Amendment shall be distributed in written form to all eligible voters at least two weeks or 10 calendar days before the election.
- iv. The President of the Senate shall certify the election results and the text of any amendment. Certification shall be forwarded to the office of the University President for consideration and action of the **Board of Regents**. If the Board of Regents approves the amendments, the office of the President of the University shall distribute an amended by-law to each academic unit and all administrative offices within 10 calendar days of the **Board of Regents'** action.
- v. The structure of faculty governance shall be reviewed **ed** at least every two years by the Faculty Senate and appropriate amendment to the by-laws recommended.
- vi. If any section of the by-laws is determined not to be in compliance with Missouri Statutes, the Missouri Constitution or policies of the **Board of Regents**, the remaining sections shall remain in full force and effect.

ATTACHMENT C

A RESOLUTION PERTAINING TO THE SELECTION OF NEW FACULTY MEMBERS

- Whereas, Harris-Stowe State University (HSSU) students deserve and need the best faculty possible.
- Whereas present HSSU faculty are committed to preserving the integrity of the faculty.

- Whereas, HSSU faculty hiring practices and policy are not in keeping with accepted academic practice¹.
- Whereas, HSSU faculty hiring practices and policy do not effectively enhance university academic programs by addressing program needs and deficiencies.
- Whereas, current HSSU faculty hiring practices and policy are contrary to the spirit and intent of the concept of shared governance.

It is resolved that whenever a college or school dean of the university awards a department a new faculty position or a chance to replace an existing faculty position.

- 1) The departmental chair notifies the other members of the department of the award within 2 weeks of its being granted in writing.
- 2) There is a discussion at the next department meeting concerning the wording of the advertisement for the position. Subsequently, the chair drafts the advertisement and presents it to the faculty for a vote and possible revisions at the following department meeting.
- 3) Once the department agrees upon the wording of the advertisement, the advertisement will be posted internally as well as in *The Chronicle of Higher Education* and in the newsletters of whichever learned society journals are deemed appropriate.
- 4) Curriculum vitae (CVs) are received by the department no later than eight weeks before Spring Commencement.²
- 5) Members of the department jointly create a rubric in which CVs are scored.
- 6) All members of the department will review and score all CVs.

¹ See AAUP, "The Ethics of Recruitment and Faculty Appointments," in *Policy Documents and Reports*, 9th edition, pp. 141-143. Statement was originally adopted by the Council of Colleges of Arts and Sciences in November 1992.

² If this is not possible, the advertising for and selection of the new faculty member will be carried over to the next faculty year. A one year appointment may be granted at the discretion of the dean. However, members of the department must approve the granting of the appointment after a review of the candidate's CV and an interview where all department members are notified and invited.

- 7) The candidates with the top three average scores will be invited for an interview. If one or more of the candidates declines an interview, they will be replaced by candidates with the next highest scores.
- 8) The interview process will begin no later than four weeks before the end of spring semester classes and conclude no later than the end of the last week of spring semester classes.
- 9) The interview process will involve at the minimum the following:
 - a) A two hour interview involving the entire department³
 - b) A luncheon/dinner meeting with interested members of the department
 - c) An hour interview with the departmental chair
 - d) A half hour interview with the college/school dean
 - e) A half hour interview with the Academic Vice President
 - f) A half hour interview with the President
 - g) An hour lecture/presentation by the candidate on a topic of his/her choice that is open to the university at large
 - h) A one hour question and answer session with students in the program closest to that of the candidate's. Students will be encouraged to forward their written comments to the department after the session
- 10) After the interview process has concluded for all invited candidates, the faculty of the department will meet as a body and vote to determine which candidate they will recommend to the college/school dean and the administration as the new member of the department.

Submitted by:
Dr. Mark Abbott
Professor of History
College of Arts and Sciences
October 12, 2012

³ The department faculty may invite whomever they choose if they feel that they do not have adequate expertise to fully assess the academic qualifications of the candidates e.g. if the department is adding a new program or field.

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

Attendance List, October 12, 2012

Kenneth Bowman
Greg Carr
Johndavid Kerr
Peter Ndoma-Ogar
Remigius Onwumere
Mary Pier
Odesa Weatherford-Jacobs

Absent:

Money Guiden
Dr. Mosley

Faculty and Staff:

Mark Abbott
Linda Banderet