Constitution & Bylaws Committee: Report for January 28, 2014, Senate Meeting/
Prepared by Richard Bruce, Chair, Constitution & Bylaws

Committee Membership: Richard Bruce (chair), Jeff Abell, Ken Fulgham, Jeremy Shellhase, Steve Tillinghast

The CBC meets Mondays at 5pm in NHE 119.

December 4: Bruce (chair), Abell, Fulgham, Shellhase, Tillinghast

- Incorporated recommendations from first reading of #20-13/14-AEC: Resolution to Establish Voting Procedure on the *Constitution* of the University Senate of HSU for Spring 2014
- Polished text for censure/expulsion/recall in *Constitution* & *Bylaws* to forward to SenEx

December 11: Bruce (chair), Abell, Fulgham, Shellhase, Tillinghast

Agenda items:
- Discussed CCC suspension and CBC role. Reviewed *Constitution* amendment & revision procedures. Will forward "Role of Senators" text for discussion item at Senate. Looked at suggested changes from SenEx on text for recall, censure, expulsion & impeachment.
- Began review of the relationship of General Faculty and Senate/General Faculty President and Senate Chair.

December 18: Bruce (chair), Abell, Fulgham, Shellhase

Agenda items:
- Continued to review relationship between GF chair and Senate Chair and discussed ideas to separate them, as well as begin to edit text.

Integrated Curriculum Committee (Moyer):

The ICC meet on Tuesday Jan. 21 to:
    - approve curriculum proposals
    - offer advice to the GEAR committee about how to proceed with GE Reform.

(We have further discussion planned offering feedback on the proposed Baccalaureate outcomes.)

<u>**Faculty Affairs Committee (FAC):**</u> **Prepared by Mary Virnoche, Chair, Faculty Affairs**

Report from Meeting of January 23, 2013
The Faculty Affairs Committee meets 12:30-1:30 Thursdays in BSS 402.

Committee Members: Nancy Dye, Stephanie Burkhalter, Colleen Mullery, Sharon Tuttle, Mary Virnoche (Chair), George Wrenn; Guests: Laura Hahn (UFPC Chair), Kathleen Doty (UFPC), Cindy Moyer (ICC Chair), Noah Zerbe (University Senate Chair).

Faculty Governance, UFPC & ICC Release Time Allocations
The UFPC has a total annual release time allocation of 33 WTUs. The ICC's allocation is 9 WTU. The University Senate's allocation is 30 WTU.
The committee and guests reviewed UFPC historical workload and heard from guests and committee member Sharon Tuttle (past UFPC member) on the workload of the UFPC. While there was a dip in the number of files reviewed for a short period associated with drops in tenure-line hires, current and projected numbers put the load back at the higher levels of earlier years. All expressed great concern about reducing UFPC release time.
The committee also asked the question of the efficacy of the current structure of three levels of review and asked the group to consider the model (of most other CSUs) of the UFPC as an appellate body only in cases where there is disagreement between lower level committees. With this structure, while there would be no net gain in WTU allocation, we could shift the release time to the college levels where there is currently no release. Those currently or previously serving on the UFPC felt that the vantage point of the UFPC was important for faculty file review and were not in favor of this model. We asked if there were many cases where the UFPC actually reversed the decisions of lower committees. Laura Hahn said "yes." Colleen Mullery offered to provide the Senate with those numbers. Regarding college sentiments regarding RTP structure, Noah Zerbe reported that he has heard from multiple faculty members in one college a strong preference to move to a system under which the UFPC serves an appellate function, yet at least some in another college seem in favor of removing the college review and sending files directly from IUPC bodies to the UFPC. There seems not to then consensus on model changes that might best serve all faculty wishes. It is clear that it is difficult to get faculty to serve at the college level given those positions do not include release time.
The committee then discussed the current University Senate release allocations. The below recommendations reflect the most likely areas to provide some additional support to the CDC Subcommittee of the ICC.
<u>Committee Recommendation:</u>
1. Reallocate 3 WTU (annual) from Constitution and Bylaws to ICC/CDC for 2015-16. Consider at the end of this term possible allocation starting as early as 2014-15, depending on progress of that committee this term.
2. Request that Senate Chair Noah Zerbe and Co-Chair URPC Erick Eschker discuss with Senate Executive Committee the current separation of URPC Co-Chair position from the Senate Chair Office. Given that the Senate Chair serves on many university level committees and has likely

the most current and broad outlook on the university, we should consider the potential utility of Senate Chair serving then on a committee that makes resource decisions. What is the rationale for removing resource allocation influence from the Senate Chair office? Consider release time reallocation for URPC Co-Chair (3 units annual usually taken in Spring) to Senate Chair and/or ICC/CDC.

Update on Electronic RTP System Decision Progress
The Faculty Affairs Chair, Mary Virnoche and Senate Chair, Noah Zerbe, continued to meet with IT and APS staff over the break to move closer to a decision on the system we will adopt for RTP. Incoming Faculty Affairs committee member, Sharon Tuttle, also started attending meetings. Sharon has experience as a CS faculty member and past IUPC member which are helpful to the discussions. We had presentations on using Nolij from our HSU IT staff. We had a second phone conference meeting with a representative from Kent State, David Dalton, and concrete proposals on pricing, services, security and technical support. They are offering to waive all first- year customization and service fees for HSU as their pilot site (though Kent faculty have been using their system for several years). Each year afterward HSU would fall in the 7500-10,000 FTES category and we would contract for their services at $15,000 (year). They provide all the technical support, storage and customization services. We will be setting up meetings with current Kent faculty members to talk with them about their experience with their system "Folio Web."
In the meantime, Mary Virnoche is working with Colleen Mullery and IT to set up a meeting in February with new faculty. Regardless of the platform/system we adopt, individual electronic files themselves will be the same. We will provide guidance on individual file preparation and organization.

Senate Chair's Report (January 28, 2014):

The Enrollment Management Working Group (EMWG) meeting (January 21) included consideration of the following items:

1. An update on applications for AY14-15. Year-over-year applications are up for first-time frosh and transfers, and the applicant pool is more diverse.
2. The provost has assembled an Advising Working Group to develop concrete recommendations for streamlining advising at HSU. Ken Ayoob is chairing. Mary Virnoche is serving on the Working Group.
3. Biology, Engineering, and Wildlife are declaring impaction for AY14-15. Environmental Science is considering.

This week's Office of Academic Affairs (OAA) Working Group meeting was cancelled.

The Senate Executive met on January 21 and had a broad-ranging discussion of issues from across campus. These included:

- The connection between the Senate and the campus community, and the desire to foster better communication between elected Senators and their constituencies.
- Electronic document workflow
- Department workloads. The timing and number of reports required of departments. The redundancy of completing forms like LTFs. The need for better utilization of software (PeopleSoft) to complete forms.
- Improved and more timely notification of decisions by the administration.
- The challenges posed by the Enterprise Rental Car contract with the university, especially in the need for 15 passenger vans.
- A general discussion of what kinds of issues the Senate should weigh in on and which it should not.

If there are other issues of concern, please let me know.