CHFA Faculty Senate  
October 18, 2010  
Minutes 322

Present: Juan Carlos Castillo, Francis Degnin, Timothy Dooley, Richard Glockner, Tammy Gregersen, Lauren Nelson, Paul Siddens, Robert Washut, Kavita Dhanwada (representing the Dean)

1. Approval of Minutes

Approved minutes 320 as submitted. (PS, RG moved/seconded). Approved minutes 321 as submitted. (TG, RG)

2. Administrative Update

- The HLC accreditation site visit will be 11/8/10 through 11/10/10. All administrators will need to be on campus and available for these dates.
- Faculty are encouraged to look at new strategic plan, and in particular, to be aware of university mission.
- An internal audit has resulted in central administration deciding to standardize rules for administrative actions such as who can approve time cards, procedures for cash deposits, procedures for check deposits.
- Standardization will affect faculty time cards regarding sick leave, such as how to count missing a class or when a faculty member is working from home. Department procedures have varied. Questions from the senate addressed the following issues:
  - How would certain situations be handled such as needing to stay away from a meeting to avoid making others sick?
  - Will the faculty be consulted regarding how such situations will be handled? The senators expressed a strong sense that faculty should be consulted.
- Developing a consistent process for filling internal positions also is under discussion. There is a need for transparency and a formal process for hiring persons in administrative positions.
- Due to larger than expected enrollment, some additional tuition set aside money will be available. The Academic Affairs division will have a share of this money. Some ideas for use of these funds already under discussion, such as recruit students, assist transfer students, use if for minority students, improve student retention, provide funds for a “career scholar” and provide funds or employment for incoming students to work with faculty members. (Working in a faculty members lab is an example from CNS.) The senate wanted to know to appropriate uses of tuition set aside money and the answer was for student support.

3. New Business

The senate drafted the following motion regarding the sick leave reporting issue.

CHFA faculty senate requests to be consulted regarding standardization of sick leave reporting for faculty. (FD, PS). Motion was approved and will be forwarded to University Faculty Senate.

Chair Castillo presented the draft of the new by-laws for the combined colleges. The draft was prepared by Juan Carlos and Suzanne Riehl, the senate chair for CHFA and CNS. See Appendix A for the draft of the bylaws.

The senate discussed the draft bylaws article by article. The following is a brief summary of the suggested changes. The completed revisions are in Appendix B and are identified as the 2\textsuperscript{nd} Draft – Bylaws of the New College.
- Renumbered the document to replace bullet points with numbered subsections.
- Made revisions to Article 1. Membership of the College Faculty.
- Added additional details to the section on special meetings in Article 2 (2.2).
- Kept the quorum for regular meetings at 15% but added a statement indicating the quorum for special meetings would be 25%.

Discussion focused on inclusion of faculty with clinical appointments because this classification is subject to revision in upcoming contract negotiations. Senator Siddens noted the document should acknowledge this group because it currently exists. Other senators expressed concern regarding overuse of the category. The senate needs to obtain further information on clinical faculty positions. The term adjunct is not an official faculty appointment at UNI and should be omitted from the by-laws.

One thought rank of instructor or above and clinical faculty would be encompassed. Although clinical faculty appointment have not been used in either CNS or CHFA, individuals within the respective colleges might qualify, such as an individual with a professional degree (e.g., nursing, speech-language pathology) or a person with a Ph.D. who does not hold a tenure/tenure track position. The clinical faculty classification was initiated by HPELS/College of Education. In HPELS some programs may be using faculty with an MD or Doctorate of Physical Therapy. Senators will consult with their departments regarding each department's view of having clinical faculty as voting faculty.

A question was raised regarding the statement about faculty who hold full time administrative assignments. Does this statement apply to an administrator who teaches one course per semester? If administrators have a teaching assignment, they are considered voting faculty.

Discussion of Article 2 focused on the need for specific guidelines when a special meeting is requested. When a special meeting is requested, there should be a specific time by which the meeting must occur. Is 15% a sufficient quorum for special meetings or should the number be higher? The senate agreed that the quorum should be higher for a special meeting (25%).

Discussion of Article 3 focused on the bracketed statement regarding College Senate input to issues such as academic load, tenure, probation, promotion, and salaries that might be addressed in collective bargaining. The consensus was that this item should be retained because the College Senate provides an additional option for faculty input on such issues. An example is the policy requiring both tenured and tenure track faculty to have teaching evaluations for all courses taught for merit pay consideration.

4. Old Business

Senate chair reminded the senate of an item of old business from previous discussions of the college merger. We need to identify which university committees have representation of a single person from each college. A small group of senators could go through the list of committees on the committee website to identify these committees. The issue is that the combined colleges would lose representation on any committee that has representation of one person per college. Senator Nelson noted that the merger steering committee has a work group addressing this topic too. That group will report to the College Senates.

Motion to adjourn (FD, PS).
Section 1. The College Faculty

Article 1: Membership of the College Faculty

The Faculty of the College shall consist of the Dean of the College and of all persons with academic rank of instructor or higher in the departments of the college. The voting faculty consists of those College Faculty members who hold tenure-stream or clinical appointments of 50 percent or more, with the exception of those Faculty members who hold full-time administrative assignments. Non-voting members consist of individuals holding full-time administrative appointments as well as those with part-time or full-time temporary appointments, including lecturers, term adjuncts, visiting professors and emeritus professors. Non-voting faculty shall have full rights of debate and may make motions, but may not vote.

Article 2. Meetings of the College Faculty.
- The faculty shall meet at least once annually. The meetings may be called into session by the Chair of the College Senate, the Dean of the College, or by the Secretary of the College Senate upon receipt of a petition signed by a minimum of 15 members of the College Faculty.
- The Chair of the Senate shall be the presiding officer at meetings of the College Faculty.
- A quorum for business shall be 15% of the College Faculty.

Article 3. Jurisdiction
- The College Faculty has the primary role in establishing the educational policies of the College, subject to the educational policies established by the University Faculty and subject to the approval of the Faculty and of the Board of Regents. [The College Faculty shall, subject to University policies, also participate in the formulation of policies pertaining to the faculty status within the College, including policies for tenure probation, promotion, and salaries.]
- The governing body of the College Faculty is the College Senate (see Sections 4-7).

Section 2: The College Senate

Article 4: Membership of the College Senate
- The College Senate shall consist of: one voting member from each academic department of the College, one non-voting member from the Science Education faculty, and the Dean of the College as an ex-officio non-voting member.
- Members of the College Senate shall be elected for a three-year term, with a maximum of two consecutive terms.
- Elections to the College Senate shall be interspersed in such a way that only a third of the Senate is elected each year.
- Academic departments shall elect their College Senate members as determined by each department, and notify the Chair of the College Senate of the result by April 15 of its election year.
- Each department shall also select an alternate to be notified to the Chair of the College Senate each year by April 15.
Article 5. Officers of the College Senate

- The College Senate shall elect a Chair among all continuing members of the College Senate during the last meeting of each Spring semester, for a one-year term starting in the Fall.
- The Chair of the Senate shall perform the following duties:
  - call and conduct Senate meetings
  - determine and distribute agendas for each meeting
  - call elections for Vice Chair and Secretary of the Senate
  - conduct College Senate business between meetings as needed
- The College Senate shall elect a Vice Chair and a Secretary for a one-year term each during its first meeting of the Fall.
- The Vice Chair of the College Senate will substitute and perform the duties of the Chair in the event of the Chair's absence.
- The Secretary of the College Senate will see that minutes of the Senate meetings are taken and distributed.

Article 6. Meetings of the College Senate

- The College Senate shall reserve the right to meet every first and third Monday of each month during the Fall and Spring semesters, between 3:30 and 5:00.
- The Chair of the College Senate shall call other meetings as necessary.
- A quorum to conduct College Senate business shall consist of a simple majority of the College Senate members.

Article 7. Duties of the College Senate

- The College Senate shall be the defacto representation of the College Faculty between College Faculty meetings.
- The College Senate shall act as the College Curriculum Committee and perform the following duties:
  - serve as the liaison between the College Faculty and the University Curriculum Committee
  - determine the procedures for curricular review in accordance with University Curriculum guidelines
  - review and approve departmental curriculum packets, and submit them to the University Curriculum Committee
- The College Senate shall arrange for annual elections to College representatives in all relevant university committees
- The College Senate shall serve as liaison between the College Faculty and the College representatives to Faculty Senate.
- The College Senate shall function in an advisory capacity to the Dean of the College and shall meet in consultative session upon request of the Dean or upon request of the College Senate.
- [The College Senate shall be empowered to create ad hoc committees. Should the College Senate feel permanent committees should be established, it shall bring the matter to the College Faculty for action.]

Section 3: The College Bylaws

Article 8. Amendments.

- These bylaws may be amended by two-thirds of those present and voting in a faculty meeting.
- Amendments shall be printed and distributed to the faculty at least two weeks in advance of the meeting called for their enactment.
APPENDIX B

2nd DRAFT

Bylaws of the New College

Section 1. The College Faculty

Article 1. Membership of the College Faculty

The Faculty of the College shall consist of two categories, voting and nonvoting faculty. The voting faculty consists of those College Faculty members who are tenured or tenure track, instructors, or hold clinical appointments of 50 percent or more. Non-voting members consist of individuals holding full-time administrative appointments as well as those with part-time or full-time temporary appointments, including lecturers, term adjuncts, visiting professors and emeritus professors. Non-voting faculty shall have full rights of debate.

Article 2. Meetings of the College Faculty

2.1. The faculty shall meet at least once annually and this meeting will be called into session by the Chair of the College Senate.
2.2. Additional meetings may be called into session by the Chair of the College Senate; the Dean of the College; or by the Secretary of the College Senate upon receipt of a petition signed by a minimum of 15 members of the College Faculty.
   2.2.1 Notification of the meeting and a detailed agenda must be published to all of the college faculty at least 10 days before the meeting.
   2.2.2 Upon receipt of a petition, a meeting must be called within 20 regular class days.
2.3. All meetings must be held during the regular academic year.
2.4. The Chair of the Senate shall be the presiding officer at meetings of the College Faculty.
2.5. A quorum for a regular annual meeting shall be 15% of the College Faculty, and a quorum for a special meeting shall be 25%.

Article 3. Jurisdiction

3.1. The College Faculty has the primary role in establishing the educational policies of the College, subject to the educational policies established by the University Faculty and subject to the approval of the Faculty and of the Board of Regents.
3.2. The College Faculty shall provide input in the formulation of policies pertaining to the faculty status within the College, including policies such as academic load, tenure, probation, promotion, and salaries.
3.3. The governing body of the College Faculty is the College Senate (see Articles 4-7).

Section 2. The College Senate

Article 4. Membership of the College Senate

4.1. The College Senate shall consist of: one voting member from each academic department of the College, one non-voting member from the Science Education faculty, and the Dean of the College as an ex-officio non-voting member.
4.2. Members of the College Senate shall be elected for a three-year term, with a maximum of two consecutive terms.
4.3. Elections to the College Senate shall be interspersed in such a way that only a third of the Senate is elected each year.
4.4. Academic departments shall elect their College Senate members as determined by each department, and notify the Chair of the College Senate of the result by April 15 of its election year.
4.5. Each department shall also select an alternate to be notified to the Chair of the College Senate each year by April 15.

Article 5. Officers of the College Senate

5.1. The College Senate [or The College Faculty] shall elect a Chair among all continuing members of the College Senate during the last meeting of each Spring semester, for a one-year term starting in the Fall.
5.2. The Chair of the Senate shall perform the following duties:
   5.2.1. call and conduct Senate meeting
   5.2.2. determine and distribute agendas for each meeting
   5.2.3. call elections for Vice Chair and Secretary of the Senate
   5.2.4. conduct College Senate business between meetings as needed
5.3. The College Senate shall elect a Vice Chair and a Secretary for a one-year term each during its first meeting of the Fall.
5.4. The Vice Chair of the College Senate will substitute and perform the duties of the Chair in the event of the Chair's absence.
5.5. The Secretary of the College Senate will see that minutes of the Senate meetings are taken and distributed.

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6.1. The College Senate shall reserve the right to meet every first and third Monday of each month during the Fall and Spring semesters, between 3:30 and 5:00.
6.2. The Chair of the College Senate shall call other meetings as necessary.
6.3. A quorum to conduct College Senate business shall consist of a simple majority of the College Senate members.

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7.1. The College Senate shall be the defacto representation of the College Faculty between College Faculty meetings.
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7.3. The College Senate shall arrange for annual elections to College representatives in all relevant university committees
7.4. The College Senate shall serve as liaison between the College Faculty and the College representatives to Faculty Senate.
7.5. The College Senate shall function in an advisory capacity to the Dean of the College and shall meet in consultative session upon request of the Dean or upon request of the College Senate.
7.6. [The College Senate shall be empowered to create ad hoc committees. Should the College Senate feel permanent committees should be established, it shall bring the matter to the College Faculty for action.]

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8.1. These bylaws may be amended by two-thirds of those present and voting in a faculty meeting.
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