

2011

# Faculty Senate Minutes, October 19, 2011

Faculty Senate  
*Eastern Michigan University*

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# Minutes for Faculty Senate

## October 19, 2011

### 3:15-5:00PM, SC310A

1. (3:15) Approval of agenda (approved)
2. (3:20) Approval of the minutes of the 10/5 meeting (attached) (approved as amended, one abstention)
3. (3:25) A resolution asking for the protection of the funding for faculty support (see below) [Patrick Koehn]
  - a. Where will the eFellows program be housed?
    - i. Originally under the Tech Issues committee, then IT.
    - ii. Should be somewhere under Academic Affairs
    - iii. J Carroll: How eFellows was originally funded got lost, so IT has been picking it up. There is actually a separate org account for it. Right now, all the money for eFellows is currently under the FDC. Two years of funding (\$60K) are there.
    - iv. Should it be in FDC, assuming it continues? AA is better.
  - b. What form will the director take? Reassigned faculty or national search? FSEB has no strong feelings.
  - c. Resolution amendments made by M Evett, new version attached.
  - d. 25-0-0 approved.
4. (3:35) A resolution Establishing a Process for Allocating the Senate's Faculty Offices at the Halle Library
  - a. Approved by acclamation
5. (3:45) Faculty Senate Policy Statement: Defining the reporting structure of the Senate.
  - a. FSEB will craft the formal resolution and bring it back for a vote.
6. (4:00) Naming the co-chair of the Educational Environment and Facilities Committee [David Crary, candidate]
  - a. D Barton nominates D Crary, S McCracken seconds, D Crary elected.
  - b. There has been some relief to faculty crowding.
  - c. Committee oversees lab refresh. Followed the rotation.
  - d. Although faculty refresh was skipped this year, if your computer crashes, there is some funding for a replacement.
  - e. M Bombyk: A list of occupants (units) for renovated buildings would be a good thing.
  - f. M Bombyk: Any word on moving CoB back to the main campus?
    - i. Regents may have a different idea.
  - g. Strong Hall renovation was upgraded to \$40M
7. (4:05) Enforcing prerequisites for classes [David Crary]
  - a. While prereqs are checked at registration, there is no check for a passing grade on prereqs.
  - b. Banner is supposed to have this capability.

- c. Timing is critical, otherwise there will be a general scramble at the end of the term.
  - d. R. Longworth: Prereq wording is important, there are some things that Banner cannot do.
  - e. B Winning: Current prereq issues fall on the DH's head.
  - f. D Barton: Even a list of students that failed the prereq would be helpful, rather than culling a 150-person classlist.
  - g. R Longworth: Forms for the Incomplete grade will be changing to allow for additional conditions. There are complications regarding Banner and the electronic submission of Incomplete grade changes.
8. (4:10) Appointments:
- a. Library Advisory Committee (Normally these are 3 year terms, but we are initiating a staggered cycle this year)
    - i. CHHS (1 yr)
  - b. EEFC
    - i. COE (3 yr)
  - c. Non-academic IT Advisory Committee (Sara Memmot, LIB; Koji Tanno, WL) (Koji Tanno elected)
  - d. Student Affairs and Enrollment, Recruitment Committee (Tom Lechner, ACCT) (approved)
  - e. Student Affairs and Enrollment, Marketing and Branding
9. (4:20) Associate provosts' remarks [Jim Carroll, Rhonda Longworth]
- a. Spring semester becoming 15 weeks? (compliance with federal financial aid laws)
    - i. R Longworth:
      - 1. Some have heard that we had internal auditors come through this summer, this year in Financial Aid.
      - 2. We are awarding FA for the Sp/Su terms that are not in compliance with federal law.
      - 3. The university must choose how the FA is awarded
        - a. 15 week semester or 7.5 weeks semester
        - b. Historically we made our own, this is no longer allowed.
        - c. We'll now have sub-terms for the Spring and Summer.
        - d. This is not a move to abandon the 7.5 week schedule! We must do this to be in compliance with federal regulations.
      - 4. BookLook: We will be using the Follet's software to help bring us into compliance.
        - a. Must be in compliance by the middle of the Winter term.
        - b. There were problems with syncing two versions of the catalog, now the system will handle it.
        - c. Must get a new username and password if you've used BookLook before.

- d. Linked under the Faculty tab, or can do it directly from the Follet's webpage.
      - e. Does not roll over from term to term.
    - b. 19 faculty searches released
  - 10. Intercollegiate Athletics Advisory Committee – no report
  - 11. (4:35) Committee Reports
    - a. Faculty Affairs Committee, Board of Regents [Matt Evett]
      - i. Went well
    - b. Provost search [Matt Evett]
      - i. Coming along, last candidate is here Thursday
    - c. Strategic Planning [Matt Evett]
      - i. Having a meeting soon. Surveys going out soon.
  - 12. (4:40) President's Remarks
    - a. Next FS meeting: Nov. 2, in **SC352**. Next FSEB meeting is Oct. 26, SC304.
    - b. History of the technology fee?

## **A Resolution Supporting Continued Funding for Faculty Improvement**

*From Senate Executive Board*

*Whereas* it is imperative that faculty continue to develop new and improved methods of teaching given:

- a. the rapidly evolving nature of our disciplines, pedagogical advances and techniques, as well as the fluctuating marketplace demands for an ever-changing college educated demographic, and,
- b. that these actions are vital to the University's response to these marketplace demands, as well as its reputation as an institution of quality and opportunity, and,
- c. that professional growth is an integral part of the evaluation of our instructional faculty, as well as contributing to the student perception of the quality of their education, and [contributes to the quality of student education]

*Whereas* the Faculty Development Center

- a. In 2010-11 provided 70 workshops, meetings and training sessions for over 746 faculty and
- b. In 2010-11 provided walk-in service to approximately 2100 faculty-days (210 unique individuals) and

*Whereas* the eFellows program, for more than seven years, has provided opportunity for faculty to explore and incorporate innovative classroom technology into their teaching, thus improving the classroom experience for Eastern's students and

*Whereas* the Technovision program has provided a regular outlet for disseminating the results of the eFellows program to all EMU faculty and

*Whereas* travel to academic conferences is critical to broadening and deepening faculty knowledge, maintaining currency with disciplines and pedagogy, and facilitating interdisciplinary collaborations and

*Whereas* funding for the eFellows program was eliminated and discretionary travel funding was cut by 50% in the current budget

*Therefore* be it resolved that:

- a. Support for faculty development continue in the form of a full-time director of the Faculty Development Center,
- b. Support for the use of new technology in the classrooms be encouraged by the continuation of funding for the eFellows Program under the auspices of Academic Affairs,

- c. Support for the professional growth of our faculty be enabled by an increase in departmental funding for travel to academic and professional organization meetings (e.g., the annual meeting of each faculty member's discipline).
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### **A Resolution Establishing a Process for Allocating the Senate's Faculty Offices at the Halle Library**

*From Senate Executive Board*

*Whereas* The Faculty Senate has long exercised control over the use of six offices at the Halle Library and

*Whereas* The Dean of the Library, Tara Fulton, has requested clarification of how these offices are to be allocated to faculty, therefore

*Be it resolved* that the Faculty Senate determines that the following policy shall be used to allocate these offices:

One office shall be available on a daily, first-come-first-serve basis to any EMU faculty member, including emeriti. This office shall also be used to store applications for Distinguished Faculty Awards during the time each year when they are being reviewed. The office will be locked at all times during the DFA review process and be available only to members of the DFA committee for this interval.

The other five offices shall be allocated to faculty on a semester basis. Faculty wanting to use these offices during a semester should submit applications to the office of the Dean of the Library at least two weeks prior to the start of each semester (Spring/Summer to be considered a single semester for this purpose). The applications should state how the faculty member intends to use the office, the average number of hours the office will be used per week and on which days of the week (if known), and a clear rationale as to the benefit the faculty member expects to gain through use of a Halle office.

The Faculty Senate's Institutional Issues Committee shall combine with the six members appointed by the Senate to the Library Advisory Committee (hereafter, "the Committee") to review all applications at least one week before the start of each semester and select from among the applicants those who will be allowed to use the offices. The Committee shall consider appointing multiple faculty to each office, if the applicants' usage patterns allow it (for example, if three faculty members have expressed a desire for a room on different days of the week.)

The Committee's criteria for selection shall include, but not be limited to:

- Need for proximity to library materials
- Need for storage of books and equipment at the library
- Applicant currently shares their regular office with another faculty member
- Use of library materials in research expected to yield publications
- Use of library materials in developing course content

All other things being equal, preference shall be given to newer applicants.

If there are unallocated offices during a semester, they shall be available on a daily, first-come-first-serve basis to any EMU faculty member, including emeriti.

At the start of each semester, the Committee, in writing, shall inform all applicants, the President of the Faculty Senate and the Dean of the Library as to the allocation of the rooms.

One month before each semester the Dean of the Library will e-mail or otherwise advertise the availability of the Faculty Senate rooms to all faculty.

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## **Ideas concerning Faculty Senate's shared governance structure**

The status quo and some weaknesses:

- Our by-laws create 8 standing committees: Academic Issues, Budget and Resources, Institutional Issues, Intercollegiate Athletics Advisory Committee, Student Issues, Honorary Degree and Distinguished Faculty, Procedures and Elections, Technology Issues. Many of these Senate committees have not met in years. Since the by-laws were written, a plethora of university committees have arisen. Some are now ensconced in the Contract. What to do about overlap?
- Our current structure is more reactive than proactive. Generally committees come to us only when there is a crisis.
- We are sometimes unaware that our appointees have stopped attending committees.
- Without interaction with the faculty, a committee appointee may become isolated.

Possible remedies:

- Have the 8 standing Senate committees serve as a “funnel”/overseers to gather information from the appointees to a set of related university committees. For example, the Student Issues committee could oversee the Student Success Council, the Judicial Appeals Board, and the University Judicial Board.
- When appropriate, the standing committees shall invite faculty appointees to report on the workings of their committees before the Senate.
- The chair of each Senate standing committee is already a member of the Senate Executive Board. They would be responsible for coordinating the oversight of “their” university committees. This would entail regular contact with appointees, including collection of the minutes from the committees, and ensuring that these minutes are added to the Senate web site.
- The chair of each Senate standing committee shall convene, each semester, at least one meeting of the appointees to the committees overseen by that standing committee.

When new committees are created, the Faculty Senate Executive Board shall assign them to one of the standing committees for oversight.



## **BALLOT**

### 13. Appointments:

- a. Library Advisory Committee (Normally these are 3 year terms, but we are initiating a staggered cycle this year)
  - i. CHHS (1 yr)
- b. EEFC
  - ii. COE (3 yr)
- c. Non-academic IT Advisory Committee
- d. Student Affairs and Enrollment, Recruitment Committee
- e. Student Affairs and Enrollment, Marketing and Branding