Faculty Senate Executive Committee  
August 28, 2014  
Approved Minutes  

The regular meeting of the Faculty Senate Executive Committee was called to order at 2:35 p.m. on August 28, 2014 in the International Room, Morris University Center by Tom Foster, President

Present: Foster, Goebl-Parker, Heil, Hester, Hildebrandt, Ibroscheva, Liebl, Ozcan, Sabby, Taylor, Wrobbel, Yager

Excused: Kirk, Moffett

Absent: Carstens-Wickham*, Comrie, Chleboun

Introductions were made around the table.

Announcements

Parviz Ansari, Provost and Vice Chancellor for Academic Affairs will visit at the September Faculty Senate meeting and welcome faculty to the new semester and year. Also, Morris Taylor, UPBC Chair will give a PowerPoint presentation about the budget with Bill Winter, Budget Director.

Consideration of Minutes: Corrections were made and the April 24, 2014 minutes were approved as amended (Wrobbel/Goebl-Parker).

UPBC: Morris Taylor reported there are no changes, everything is contingent to the income tax that is due to expire December 31 or whether the tuition freeze is only for one year or more.

Faculty Development Council: Faith Liebl submitted the FDC Annual Report, and it is posted on SharePoint. Unless the new Co-Chairs have any changes to it, is ready for the Faculty Senate September agenda.

Curriculum Council: E. Duff Wrobbel reported that ideas were gathered for fast tracking the curriculum process and possibly getting software soon to expedite the curriculum process.

Rules & Procedures Council: Shelly Goebl-Parker will be sending her report for posting on SharePoint for the Faculty Senate meeting. The evaluations recently went out for the Chancellor. The Provost evaluation is being written up at this time.

Welfare Council: Mark Hildebrandt reported that it will be another busy year. A few things coming up are: Family Leave, Sabbatical, Internal & External Salary Equity reports. The Family Friendly Committee will meet tomorrow and Erin Heil Welfare Council Co-chair will attend. Ari Belasen will be ready to present the Salary Equity reports early this fall.

Graduate Council: Andrea Hester had no report.
Past President: Susan Yager requested some ideas on how to distribute a flyer from the State Universities Annuitants Association, SUAA, regarding pensions. It was decided to post on Faculty Senate SharePoint. It was also emailed to Senators through SharePoint email. Susan reported that some transitions to a few SIUE offices were approved at the Board of Trustees meeting in August; The Office of Diversity is now housed in the Chancellor’s Office and Jim Pennekamp, special assistant to the chancellor for Regional Economic Development and executive director of University Park at SIUE will also become Director of The Gardens.

President Elect: Tom Foster reported for Stacie Kirk. Tom attended the University Quality Council where they are busy looking at accreditation. The survey results on student satisfaction showed that students were generally satisfied. In the area of “feedback from faculty” students were less than satisfied. There was a 20% response rate. There was discussion. Another topic for discussion is the syllabus which only faculty can determine what is included in it. There was discussion about possibly Faculty Development Council work with designing the syllabus. UQC has scheduled two retreats in September which Tom will attend in Stacie’s absence. The first will be strictly UQC and the second will be UPBC combined with UQC. Tom suggested looking at the Strategic Plan (5 year plan) which he provided a copy to pass around.

President’s Report: Tom Foster provided a Faculty Senate Goals 2014-2015 handout that target each Council including some general goals. A copy is filed with the minutes. Tom expanded on every goal listed. After pointing out goals, there was a discussion about possibly having a survey regarding service and research including how other universities document service and research. There was discussion. The Social Media Policy was approved and is not effective until January 1, 2015. After each Faculty Senate meeting, Tom Foster will send a summary to the announcelist. Dean searches will need faculty representation.

Unfinished Business

OMA Designee annually

New from the state; one person from each of the OMA compliant Councils and committees will need to take the training annually and send certificate to Todd Wakeland.

IBHE-FAC

Susan Wiediger continues to serve as the faculty representative and she will be nominated for that seat.

Orientation for New Senators

Susan Yager requested that each Council Chair have a brief summary ready of the types of issues that come to each Council for the Senator Orientation at the Faculty Senate meeting. Susan provided two handouts posted on SharePoint that will be available at the Faculty Senate meeting. Susan highlighted important points especially turning in reports on time. The handouts are filed with the minutes.

The outcome of the REALITY project
The priorities revealed are internationalizing the University, Professional Development Center and a Multicultural Center.

Diversity

Possible guest for October would be Venessa Brown with the topic of diversity and what her new office can offer in the way of training. Someone will contact Venessa with an invite.

New Business

Council Membership: After discussion, these Council appointments were made:

Curriculum Council
- Aminata Cairo
- Susan James
- Sorin Nastasia
- Jason Williams
- Ram Madupall
- SON faculty (Sept. 2, Kay Gaehle)

Faculty Development Council
- Jennifer Logue
- CAS faculty

Rules & Procedures
- Junvie Pailden
- Sohyung Cho
- Cathy Santanello

Welfare Council
- Bryan Lueck
- Jessica Kerr
- Jim Wulfsong
- SOE faculty

In addition to appointing new Senators to councils, it was decided to shift some faculty to different councils for example a few from Faculty Development Council being moved to other Councils with a more rigorous agenda.

There was a discussion about Faculty Development Council and Rules and Procedures Council populating committees.

Annual Update is posted on the Web site

All Faculty Meeting is tentatively set for October 9, 2014.

FDC Annual Report will be on the September 4 Faculty Senate agenda
Welfare Council Annual Report will go forward at a later date.

Adjournment: The meeting was adjourned at 4:14 p.m. (Wrobbel/Hildebrandt).
Approved as submitted September 11, 2014
Vicki Kruse/University Governance
Faculty Senate Goals AY2014-2015

Curriculum Committee
- Expedite CC review of courses and programs – take a University wide perspective
- Report on what an SIUE Honors Program might look like (work with Eric Ruckh)
- Work with Provost to discuss what new Health Science programs are relevant
- Review and comment on e-textbook task force recommendations

Faculty Welfare Committee
- Salary Equity Pay Policy
- Help faculty deal with research expectations / service load creep
- How to incentivize tenured faculty without using disciplinary procedures?
- Revise and create a functional Grievance Policy
- Revisit Sabbatical Policy to

Faculty Development
- Clarify role of FDC in new Faculty Development Center

Rules and Procedures
- No degree granting programs should be housed in administrative units
- Finish wording for clinical faculty representation / named faculty members
- Clarify role of faculty with administrative positions serving as faculty on committees
- Bullying policy at SIUE
- What is a CR in computing faculty load? How can a 4/4 load be capped at 12 hours?
- Alternate wording for Policy 7A1 to reflect BOT statutes

General
- Faculty Senate President on Dean’s Council
- All faculty serving on University-wide committees must be reported to faculty senate to enhance communication and transparency
- 90 minute meetings – read the committee reports.
- Senate must work year round – we’ll start as needed.
- Implement the Social Media policy this semester.

Personal
Email faculty about senate actions.
IMPORTANT THINGS TO REMEMBER: FACULTY
SENATE & COUNCILS

Illinois Open Meetings Act “Any person violating any of the provisions of this Act, except subsection (b), (c), (d), or (e) of Section 1.05 [Training], shall be guilty of a Class C misdemeanor” (Section 4).

- **Agenda** shall be posted at least 48 hours prior to a meeting in three places (Section 2.02 Public notice of all meetings):
  - University Governance door
  - Meeting room door
  - Faculty Senate web site

- **Minutes** shall be posted online by the 10th day after they are APPROVED

“Minutes of meetings shall be approved within 30 days after meeting or at the public body’s second subsequent regular meeting, whichever is later and shall be available for public inspection within 10 days after the approval of such minutes by the public body. They shall remain posted on web site for at least 60 days after their initial posting” (Section 2.06 Minutes).

- Open Meetings **Training and Certificates**
  - Training is required of all Faculty Senators!
  - Send certificates to the Governance Office – as a hardcopy to Campus Box 1252 or by email to vkruse@siue.edu.

“... each elected or appointed member of a public body subject to this Act who becomes such a member after the effective date of this amendatory Act of the 97th General Assembly shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90th day after the date the member... assumes responsibilities as a member of the public body ... Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body” (Section 1.05 Training).

**Council Operating Papers and Faculty Senate Constitution and Bylaws**

- Be familiar with the operating papers of your Council and the Faculty Senate (FS) Constitution and Bylaws. It may also be a good idea to read the other Councils’ operating papers to be acquainted with them if debate ensues at a Faculty Senate Executive Committee (FSEC) meeting or FS meeting. They are posted and available in order to conduct and participate in meetings that are efficient and effective.

**Reports for Meetings**

- Each Council will submit a report to the Governance secretary after their monthly meeting to be shared at the next FSEC meeting and then the FS meeting. The reports are posted on SharePoint for FS members to review prior to meetings in order to save time at the meetings. The reports are
submitted and questions about the reports can be answered at the meeting without the Council Chair having to give the full report at that time.

**Submitting Agenda, Minutes, and Reports**

- The agenda and minutes need to be in PDF format, and named with lowercase letters and underscores instead of spaces, to be posted to the web site. If you send a Word document to the Governance office (vkruse@siue.edu), Vicki will convert to PDF format and change the title, if necessary, before posting. Consistency in naming your documents is important so they are easily recognized and near each other on the web site. Please see examples of appropriate naming conventions for Faculty Senate (fs) and Faculty Senate Executive Committee (fsec) agendas and minutes below:
  - 140501_agenda_fs
  - 140501_min_fs
  - 140424_agenda_fsec
  - 140424_min_fsec

  The naming convention above includes the two-digit year, month, and day, followed by the document type and the organization. This makes recognition and filing of documents much quicker to save, post, and search!

- A schedule for document submission and posting is provided below. Each meeting includes the type of meeting, scheduled date, listing of documents to be posted, and the day and time to submit agendas, minutes and, reports. Included in the Documents Posted column are the FS and FSEC agendas and minutes, which the President and Governance secretary post.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Documents Posted</th>
<th>Submitted/Posted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS meeting</td>
<td>1st Thursday</td>
<td>Agenda&lt;br&gt;Previous FS meeting minutes&lt;br&gt;Last month's Council meeting reports&lt;br&gt;Documents for consideration&lt;br&gt;Other ...</td>
<td>Monday 10:00 a.m./Tuesday noon</td>
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<tr>
<td>FSEC meeting</td>
<td>2nd Thursday</td>
<td>Agenda&lt;br&gt;Previous FSEC meeting minutes&lt;br&gt;Documents for consideration&lt;br&gt;Other ...</td>
<td>Monday 10:00 a.m./Tuesday noon</td>
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<tr>
<td>Council meetings</td>
<td>3rd Thursday</td>
<td>Agenda&lt;br&gt;Previous Council meeting minutes&lt;br&gt;Documents for consideration&lt;br&gt;Other ...</td>
<td>Monday 10:00 a.m./Tuesday noon</td>
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<tr>
<td>FSEC meeting</td>
<td>4th Thursday</td>
<td>Agenda&lt;br&gt;Previous FSEC meeting minutes&lt;br&gt;Last week's Council meeting reports&lt;br&gt;Documents for consideration&lt;br&gt;Other ...</td>
<td>Monday 10:00 a.m./Tuesday noon</td>
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Faculty Senator Orientation –2014

When: Thursday, September 4, 2014, starting after Provost’s welcome at 2:30 p.m.
Where: Mississippi/Illinois Room

Introductions:
- Faculty Senate officers and Council Chairs
- Graduate Council officers and Committee Chairs
- University Governance secretary

Who/what is Faculty Senate?
- We represent tenured & tenue-line faculty across campus.
- We are the faculty-elected members of the Graduate Council PLUS 39 proportionally-elected members.
  - Graduate Council members are elected by graduate faculty across campus and are responsible for academic policy in Graduate School programming. They serve on both Graduate Council and Faculty Senate – and are expected to attend all meetings of each Committee includes (each chair presents brief recap of purpose of committee and what’s being considered this academic year):
    - Educational and Research Policies = outgoing Andrea Hester, incoming ?
    - Programs = outgoing Koung Hee Leem, incoming ?
  - The 39 proportionally-elected Faculty Senators represent tenured & tenure-line faculty across campus. They serve on one of four Faculty Senate Councils (each chair presents brief recap of purpose of committee and what’s being considered this academic year):
    - Curriculum = outgoing Duff Wrobbel, incoming Jeffrey Sabby
    - Faculty Development = outgoing Faith Leibl, incoming Belinda Carstens-Wickham and Elza Ibroscheva
    - Rules & Procedures = continuing Shelly Goebl-Parker
    - Welfare = outgoing Mark Hildebrandt and Ken Moffett, incoming Tim Ozcan and Erin Heil

As with Graduate Council members, Faculty Senators are expected to attend all meetings of Faculty Senate AND their Councils!
- We serve 3-year terms that begin with the new academic year.

What’s expected of Faculty Senators?
- Our constituents elected us to represent their interests and use our best judgment to accomplish this. They have conveyed their trust in our ability to do the job as well as we can!
- This trust means that you should not be making decisions in a vacuum! The best way to represent our constituents is to talk with them about what’s going on, what’s proposed, what’s being voted on, what’s being discussed, … due diligence is expected regarding all matters you are presented with!
- Just as we expect of our students, you should attend each meeting, arrive on time, stay for the entire meeting, and be prepared!
- Faculty Senate meetings and Faculty Senate Council meetings are scheduled for Thursdays from 2:30 – 4:30 p.m.
Meeting agendas and documents for your consideration are posted through SharePoint at least 48 hours prior to each meeting. You are expected to come to each meeting prepared to ask relevant questions, discuss topics presented, and vote!

Faculty Senate online:
- Brief tour of web site (http://www.siue.edu/ugov/faculty/)
- Organizational chart and Statement on Shared Governance at SIUE on home page

**Statement on Shared Governance at SIUE**

Shared governance is the collaborative effort of all constituents toward interpreting and achieving the university mission. The strengths of all constituents are acknowledged and respected, and all strive for a clear and common understanding of their respective contributions to decision-making. While it is understood that some decisions are the sole or ultimate responsibility of a single constituent, and that specific authority is often established by either policy or charge, both faculty and administrators remain continuously invested in shared governance, and make every effort to provide the appropriate input needed to ensure the best outcomes. Because it takes full advantage of the collective expertise and diverse experiences of all constituents, shared governance maximizes the quality of decision-making, reinforces the collective value of all members of the academic community, and encourages shared ownership of and responsibility for SIUE’s mission, vision and values. Shared governance both assumes ethical conduct by all constituents and accommodates reasoned disagreement. It also supports respectful interaction and timely decision-making by all constituents vested in a given decision. When authority and responsibility for decision-making rest in separate constituencies, reasonable efforts are made to communicate across constituencies during the decision-making process. Whenever there is shared authority and responsibility for a decision, the precise nature of that sharing, whenever not already designated by policy or charge, should be negotiated in good faith and agreed upon by involved constituencies. Finally, shared governance assumes that policies will be operationalized in a manner that provides balance in the voice, responsibility, and authority of all involved in the academic mission of the university.

Final: "Statement on Shared Governance" was endorsed by the Faculty Senate on April 5, 2012
Approved by the Chancellor June 14, 2012

**Illinois Open Meetings Act:**
- We are elected/appointed members of a public body subject to OMA.
- We are required to complete OMA electronic training ONCE during our term of election/appointment.
  - If you are a continuing Faculty Senator, you should have already completed this requirement. You are not required to take this training again.
  - If you are a new Faculty Senator, you MUST complete this requirement **no later than the 90th day after assuming responsibilities as a member of the public body** (http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf).
- Following successful completion of OMA training, please forward the .pdf file to Vicki Kruse in the University Governance office.
Faculty Development Council AY 2013-14 Annual Report

The Faculty Development Council (FDC) was composed of 10 faculty and three ex officio representatives including Lynn Bartels (representative from the Provost’s office), Aminata Cairo, Belinda Carstens-Wickham, Serdar Celik, Ayse Evrensel, Elza Ibrocheva, Faith Liebl (Chair), Shadrack Msengi, Wayne Nelson (EUE Director), Cathy Santanello, Johanna Schmitz, Matt Schmitz (representative from Information Technology Services), and G Stacey Staples. During the 13-14 AY, the FDC organized a series of presentations, reviewed 21 EUE applications, amended the FDC and Teaching Excellence Award Committee (TEAC) operating papers, and continued to explore ways to better support faculty development.

Teaching Talks: Shifting Pedagogy Towards the New Reality

FDC organized a series of short presentations on effective teaching practices. In previous years, FDC assisted the Office of Innovation and Effectiveness with the Continuous Improvement Conference, which included a series of short presentations on teaching practices. In an effort to improve faculty participation and attendance, FDC organized series of short presentations focusing on REALITY topics interest to faculty including international programming, experiential learning, development of online courses and programs, enhancing learning in face-to-face settings, and enhancing learning in online, hybrid, and blended formats. Presenters from each team were invited to give a 15 minute presentation on best teaching practices.

The Teaching Talks were held on February 21, 2014 in the Dunham Hall Theater. Each presentation was followed by short discussions among attendees. Presentations were recorded and posted on the Faculty Development page of the Office of Innovation and Effectiveness (https://www.siue.edu/innovation/teaching/talks/index.shtml) to provide an opportunity to view presentations they could not attend. The workshop attracted over 45 faculty including Provost Boyle and Associate Provost Denise Cobb.

EUE Applications: 21 EUE applications requesting ~$260K in funding reviewed by three separate panels comprised entirely of FDC members. One of the 21 applications was reviewed by all three panels. After discussion both within and between panels, 12 of the 21 proposals were recommended for funding.

Operating Paper Revisions: Revisions to the FDC and TEAC operating papers were approved. FDC Operating Papers were revised to provide flexibility in the number of members and to update the description of the faculty development ex officio representative. The TEAC Operating Papers were revised to increase the amount of one of the Teaching Distinction Awards, which is awarded to one clinical or non-tenure track faculty, to $1500. The proposed revisions were approved by the full Senate during the April meeting.

FDC Responsibilities: FDC continued to seek additional ways to foster faculty development on campus. FDC discussed populating other campus committees and possibly assuming Program Review responsibilities, which is currently under the purview of the Curriculum Council (CC). Thus, FDC could assist by

- assuming the responsibility for program review. The program review process could inform faculty development and would expand faculty representation on program review panels.
- seeking membership on additional committees including TEAC, program review, and other Faculty Senate positions.
- assisting the Emeriti Association with the review of faculty development proposals.
- promoting the Faculty Development Workshops offered by the Office of Innovation and Effectiveness.