

Minutes for the Faculty Senate

October 5, 2011

3:00-5:00PM, SC310A

Attending: R Woods (AAS), M Reedy (ART), B Winning (BIO), G Edwards (CHEM), S McCracken (CMTA), M Evett (COSC), D Crary (ECON), S Norton (ENG), C Mayda (G&G), J Koolage (H&P), W Zirk (M&D), P Koehn (P&A), K Saules (PSYCH), R Orrange (SAC), S Gray (WGST), M Zinggeler (WL), T Moreno (HPHP), J Carbone (HS), M Bombyk (SW), M Rahman (ACC&FIN), D Chou (CIS), K Banerji (MGMT), D Barton (MKT/LAW), P Francis (L&C), L Lee, (SPED), P Smith (TED), J Texter (SET), P Majeske (STS), T Brewer (Grad Council), R Baier (LIB), J Carroll (Provost Office)

Not Attending: J Cohen (MATH), E Martin (PLSC), S Nelson (NURS)

1. (3:00) Approval of agenda (approved)
2. (3:05) Approval of the minutes of the 9/21 meeting (approved as amended)
3. (3:10) First reading: a resolution asking for the protection of faculty support during budget-cutting, including the Faculty Development Center. [Patrick Koehn] (additions and changes recorded by M Evett, new draft attached.)
 - a. Senate members will bring the resolution back to their respective departments for comment
4. (3:30) First reading: a resolution creating a policy for the allocation of the Faculty Senate's Halle Faculty Offices (see below) [Matt Evett]
 - a. Senate members will bring the resolution back to their respective departments for comment
5. (3:40) Appointments:
 - a. University Budget Council
 - i. CHHS (2yr) Brenda Reimer (HPHP)
 - ii. COB (2yr) Mahmud Rahman (A&F)
 - iii. LIB (2yr) Bob Kelly, (LIB)
 - iv. CAS (1yr) Dave Crary, (ECON)
 - v. Two alternates-at-large Zafar Khan (A&F)
 - b. Library Advisory Committee (Normally these are 3 year terms, but we are initiating a staggered cycle this year)
 - i. CAS (science) 2 years Zachary Moore (G&G)
 - ii. CHHS (1 yr)
 - iii. COT (1 yr) James Banfield (STS), John Reposa (SET) [Banfield elected]
 - c. EEFC
 - i. COE (3 yr)
 - ii. Alternate at large Bob Winning (BIO)
 - d. Non-academic IT Advisory Committee
 - e. Academic IT Advisory Committee
 - i. COB Jean McEnery (MGMT)

6. (4:00) Group photo
7. (4:10) Associate provosts' remarks [Jim Carroll, Rhonda Longworth]
 - a. Orgs and account codes were rolled together
 - i. Org is an organizational code, some departments had multiple orgs
 - ii. In the past, departments have allocated money based on their bottom line
 - b. New 3000B code describes the money each department receives for operating expenses.
 - c. Challenge: How much of the operating expenses for a department should be allocated to travel, etc.
 - d. Does not affect travels on grants.
 - e. Travel budget is \$450K as a cap for the university
 - f. Each college has a target
 - i. Deans distribute the "Cap" among their departments.
 - ii. \$450K was allocated according to the number of faculty in the college.
 - iii. This "Cap" is the maximum amount a department can spend on discretionary travel, and is part of the department's total operating expenses, as reflected in 3000B
 - g. Collective "feeling" is that travel across campus has been cut by half
 - h. Last year travel was \$1.7M
 - i. This year it should be \$1.2M
 - j. EPEO money goes into a designated account, not affected by budget.
 - k. There are departments that overspend their budget, and as of last year there were no ramifications.
8. (4:20) Reports
 - a. eFellows [Randy Baier]
 - i. eFellows committee presented a report to the executive committee (FS) last week. R Baier is the new chair of the eFellows committee.
 - ii. Tech Issues committee will be reconstituted.
 - iii. eFellows has had around \$40K per year from the IT budget to allocate to awardees in two cycles.
 - iv. More recently, group awards have been given (iPads for faculty, for example)
 - v. Funds:
 1. Lecture Capture for web publishing.
 2. QR Code project
 3. Clickers project
 4. Flip Camera project
 - vi. Overall, ~\$37K went to faculty, \$3K went to things that are shared with faculty.
 - vii. Proposals have a dissemination requirement.
 - b. Intercollegiate Athletics Advisory Council report [Robert Orrange]
 - i. Call will be going out for the IAAC

- ii. Revised their bylaws and expanded their membership
 - iii. One from each college as well as alternates-at-large
 - iv. Typically meet Thursdays at 4-5 pm, this may change. Might be more workload as more faculty members come on board.
 - v. Draft bylaws will be submitted to appropriate departments.
- c. Provost search [Matt Evett]
- i. Met 3 times in the last week doing phone interviews
 - ii. 52 applicants, six were called
 - iii. Hoping to reduce the number to 3 at tomorrow's meeting.
 - iv. Visits will happen in two weeks.
 - v. Process is moving forward at a break-neck pace.
 - vi. There may be contract buyouts, so there may be additional expenses.
- d. Strategic Planning [Matt Evett]
- i. Occurring for Academic Affairs
 - ii. No news to report at this time. (Awaiting meeting)
 - iii. Survey going out to faculty, then a series of small group meetings with a facilitator.
 - iv. List of ideas will be presented to faculty.
- e. UBC [Mahmud Rahman]
- i. Chair has not been elected.
 - ii. Subcommittees were formed, charters discussed.
 - iii. Meets Tuesdays 10-12 every other week
 - iv. Budget \$281M
 - v. J Lumm presented cut percentages across campus. 4.5% cut to Academic Affairs, 4.7% Athletics
9. (4:40) Discussion of the reporting structure of the Senate. How should we integrate with the various university standing committees?
- a. See attached whitepaper
10. (4:55) President's Remarks
- a. Next FS meeting: October 19. Next FSEB meeting is Oct. 12

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 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.) All other things being equal, preference shall be given to new applicants over those reapplying.

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.

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 travel to academic conferences is critical to broadening and deepening our knowledge, maintaining currency with disciplines and pedagogy, [and facilitating interagency collaborations] [UBC: whereas major cuts have been made in F2012...]

Therefore be it resolved that:

- a. Support for faculty development be continued in the form of the Faculty Development Center (including a full-time director),
- b. Support for the use of new technology in the classrooms be encouraged by the restoration and funding of the eFellows Program,
- 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).

Ideas concerning Faculty Senate's shared governance structure

- 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 enshrined 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 at least one appointee from each university committee report on the workings of that committee before the Senate yearly. Some committees may need to report more frequently.
- 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.
- 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.
- Our by-laws call for each Senate standing committee to consist of at least 5 faculty members. Could we make do with fewer in some cases?
- Membership to consist of the appointees as well