



University Academic Senate
Executive Committee of the Senate
Jean Nagelkerk, Chair 2003-2004
Rob Franciosi, Vice Chair 2003-2004

Memorandum

TO: University Academic Senate
FROM: Jean Nagelkerk, Chair, ECS/UAS
SUBJECT: Meeting of the University Academic Senate
DATE: November 3, 2003

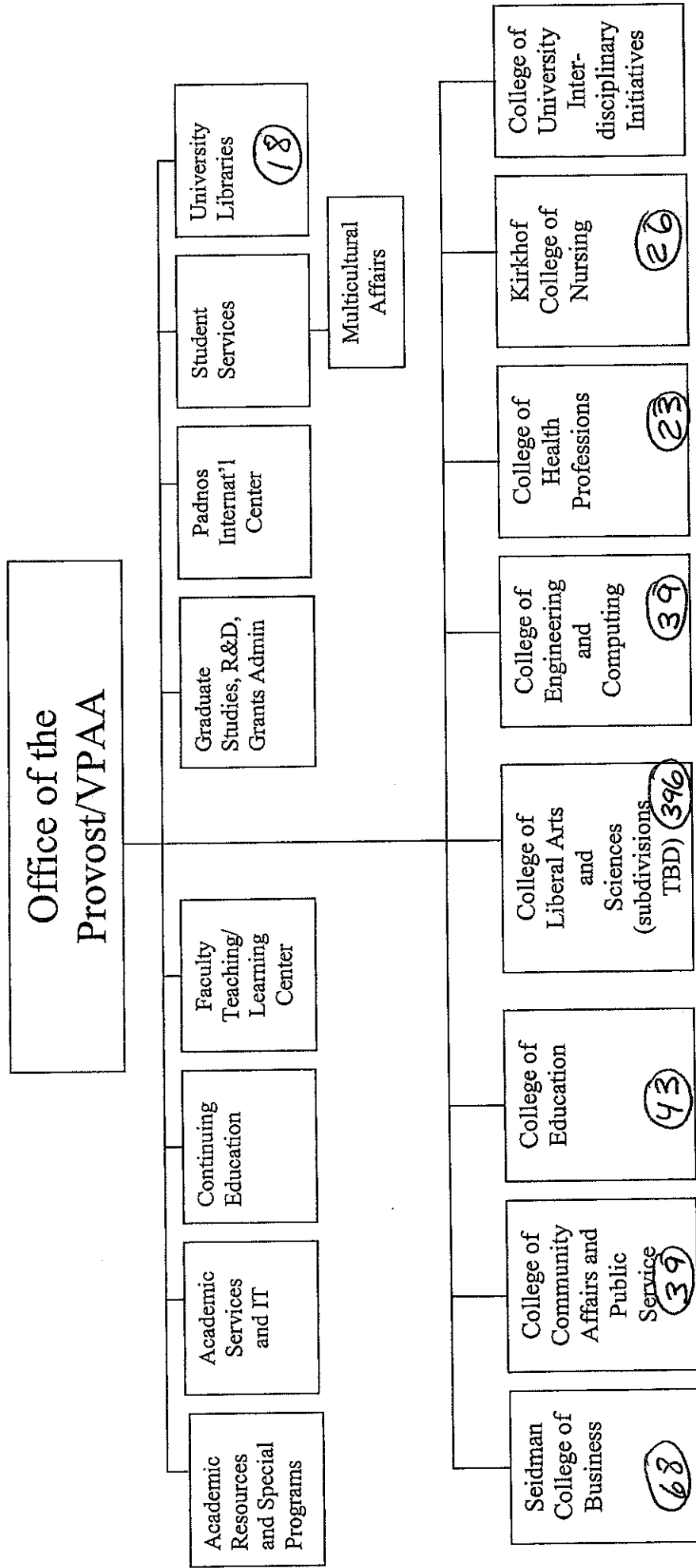
cc: ECS/UAS Distribution

Meeting Date: **November 7, 2003**
Time: **3:00 p.m. – 5:00 p.m.**
Place: **109D DeVos Center**
(NOTE : Location may move to lecture hall)

Proposed Agenda

1. Approval of Agenda
2. Approval of Minutes – 10/31/03, 10/03/03
3. Report from the Chair
4. Report from the Provost
5. Report from the Student Senate President
6. Report from the Standing Committee Chairs
7. Old Business
 - a. Bylaws and Guidelines to Senate Practice (11/21/02) – (Hold discussion until after Reorganization)
8. New Business
 - a. Proposed Reorganization Model
 - i. Overview
 - ii. Process
 - a. A review & discussion of the new model that the Provost is requesting input on
 - b. Reorganizational Issues
 - Internal Structures
 - Administrative Responsibilities and Levels
 - Transition Process
 - c. Faculty Governance Reorganization
 - d. Other Issues
 - e. UAS Recommendation(s)
 - b. FSBC Recommendation on Parking and Budget
9. Adjournment

A substantially defined organizational model has emerged over the past weeks of discussion. Below is a draft of that organizational chart for the academic units, followed by a listing of units within each college. The model presented here leaves open the question of the exact internal subdivision of the College of Liberal Arts and Sciences.



GRAND VALLEY STATE UNIVERSITY

UNIVERSITY COMMITTEES - MEMBERSHIP LISTS

(See Faculty Handbook for descriptions of these committees)

UNIVERSITY ACADEMIC SENATE/EXECUTIVE COMMITTEE OF THE SENATE (UAS/ECS) *meetings held on Fridays 3pm to 5pm*

expiration of term indicated **(asterisk indicates ECS Members)*

Arts and Humanities (11)	
<u>2004</u>	<u>2005</u>
Larry Beery	Majd Al-Mullah
Lee Copenhaver	* Rob Franciosi (Vice Chair)
William Hosterman	Barb Roos
Mark Pestana	* Ellen Schendel
Cliff Welch	Gary Stark
	Anthony Thompson

School of Education (2)	
<u>2004</u>	<u>2005</u>
Andrew Topper	* Jay Cooper

Science and Mathematics (13)	
<u>2004</u>	<u>2005</u>
Edward Baum	* Paul Leidig
Hugh Jack	John Bender
Neil MacDonald	Steve Glass
Ross Reynolds	* Hal Larson
Patricia Rowe	Steve Nizielski
Ted Sundstrom	John Peck
	Paul Stephenson

Kirkhof School of Nursing (2)	
<u>2005</u>	
Agnes Britton	
	* Jean Nagelkerk (Chair)

Social Sciences (8)	
<u>2004</u>	<u>2005</u>
Cheryl Boudreaux	Cindy Hull
* Robert Hendersen	* George Lundskow
Joel Stillerman	Kristine Mullendore
	Bill Rogers (for Christine Smith)
	Don Williams

School of Social Work (1)	
<u>2004</u>	
	* Douglas Chung

Seidman School of Business (6)	
<u>2004</u>	<u>2005</u>
* Yatin Bhagwat	Kurt Fanning
Marie McKendall	* Dick Hall
Barry Castro	Jim Wolter

Library (1)	Student Senate (5)
<u>2005</u>	* Rachael Voorhees
* Lisa Rigsby (for Robert Beasecker)	Allison Reynolds
	Tony Purkal
	Allison Hamilton
	John Seip

Administration

- (ex officio, non voting)
- | | |
|---------------------------|--------------------------|
| * Provost Gayle R. Davis | Dean P. Douglas Kindschi |
| Assoc. V. P. Wendy Wenner | Dean Erika King |
| Assoc. V. P. Sue Martin | Dean John Reifel |
| Dean Phyllis Gendler | Dean Elaine Collins |
| Dean Jon Jellema | Dean Rodney J. Mulder |

XXVII. OPERATIVE RULES FOR UNIVERSITY GOVERNANCE COMMITTEES

GVSU Committees: Membership, Terms of Office, Purpose, Reporting (Committee membership revised September, 1993; April 1995)

(Student appointments to university committees will provide, insofar as possible, divisional representation)

UNIVERSITY ACADEMIC SENATE (Approved by UAS 4/15/83)**Membership:**

Base Faculty Membership (elected by and from): The Division of Arts & Humanities, the Division of Science & Mathematics, the Division of Social Sciences, and the Seidman School of Business will each have a base of 4 members; the Library, the School of Education, the School of Nursing, and the School of Social Work will each have a base of 1 member.

Additional Faculty Membership (elected by and from): Each of the above units will have additional members based on the following formula: 1 additional member for each multiple of whole 20 tenure-track faculty as counted on the first class day of the Winter semester of the preceding academic year. That is, additional members would be added as follows:

1 - 19 faculty = no additional members 20 - 39 faculty = 1 additional member

40 - 59 faculty = 2 additional members 60 - 79 faculty = 3 additional members

80 - 99 faculty = 4 additional members, and so forth.

4 students selected by Student Senate

Student Senate President

Provost, or designee (*ex officio*, non-voting)

Deans from each academic division (*ex officio*, non-voting)

Term: 2 years, staggered.

Purpose: To deal with any matters affecting faculty or academic affairs; responsible to the faculty.

Reporting: Recommendations to be made to the Provost/President/Board of Trustees (as specified in the UAS Bylaws, approved by University Academic Senate December 1985 and revised, September 1993).

EXECUTIVE COMMITTEE OF THE SENATE (Approved by UAS 4/15/83)**Membership:**

Faculty (elected by and from the faculty of each division from among its senators): 2 from Arts and Humanities, 2 from Science and Mathematics, 2 from Social Sciences, 2 from Seidman School of Business, 1 from each of the autonomous professional schools, and 1 from the library

Student Senate President

Provost, or designee (*ex officio*, non-voting)

Term: 2 years, staggered.

Purpose: To call and set agenda for meetings of the University Academic Senate; empowered to act on all matters within the Senate's charge.

Reporting: To the University Academic Senate and to the faculty (as specified in the UAS Bylaws approved by University Academic Senate December 1985).

ACADEMIC COMPUTING ADVISORY COMMITTEE**Membership:**

Associate Vice President for Academic Affairs, Chair

Dean of Academic Resources and Special Programs

Director of Library

Director of Information Technology

Faculty (appointed by Deans): 1 from Arts and Humanities, 1 from Science and Mathematics, 1 from Social Sciences, 1 from Seidman School of Business, and 1 from each of the autonomous professional schools

Term: Academic division representatives - 3 years, staggered.

Purpose: To identify academic computing issues and needs. The committee makes recommendations to the Computing Policy and Planning Committee as regards funding priorities for the academic areas and the establishment of the requisite policies. Also to assure priority and funding level for units which require technology updating to meet the instructional needs of their students. Before reporting to CPPC, the ACAC should inform ECS in a timely fashion of its prospective recommendations, and of their curricular, instructional, and research implications.

Reporting: To Provost or designee.

Grand Valley State University

University Academic Senate #4

November 7, 2003

Present: Majd Al-Mallah, John Bender, Yatin Bhagwat, Agnes Britton, Jay Cooper, Lee Copenhaver, Gayle Davis (ex officio), Kurt Fanning, Rob Franciosi (vice chair), Phyllis Gendler (ex officio), John Gracki (ex officio), Dick Hall, Robert Hendersen, Cindy Hull, Hugh Jack, Douglas Kindschi (ex officio), Harold Larson, George Lundskow, Samir isHak(for Barry Castro), Susan Martin (ex officio), Kristine Mullendore, Jean Nagelkerk (chair), Steve Nizielski, Karen Novotny, John Peck, Mark Pestana, Lisa Rigsby (for Robert Beasecker), Ross Reynolds, Barb Roos, Ellen Schendel, Gary Stark, Paul Stephenson, Joel Stillerman, Anthony Thompson, Andrew Topper, Don Williams, Jim Wolter

Guests: Donna Larson, Paul Plotkowski, Nancy Shontz, Jane Toot, Donna Vanlwaarden, Judy Whipps

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	No Discussion	The agenda was approved as submitted.
2. Approval of Minutes	The minutes of October 3, 2003 were reviewed. The minutes of October 31, 2003 were reviewed.	The minutes of October 3, 2003 were approved, as amended. The minutes of October 31, 2003 were approved, as written.
3. Report of Chair	<ul style="list-style-type: none"> a) The Faculty Salary and Budget Committee (FSBC) forwarded their Budget recommendations to UAS. b) The Campus Kiosk, an online discussion board, is up and running and available to all faculty members to share ideas, opinions, news, and to provide an online community. c) The UAS members were offered the option of receiving materials electronically. ECS has adopted an electronic distribution policy where no items are distributed electronically after Wednesday of the meeting week. d) FPPC forwarded a proposal regarding the number of contract reviews. 	The language in the Faculty Handbook will be changed to incorporate the electronic distribution process and brought to UAS for a vote.
4. Report of Provost	No Report	
5. Report of Student Senate President	No Report	

b. FSBC Recommendation on Parking and Budget

The parking memo of May 27, 2003 from Jean Nageikerk and the FSBC memo of October 31, 2002 from Nancy Shontz was discussed.

- The FSBC endorses the implementation of a minimal student parking fee.
 - There was some faculty concern expressed that since GVSU is a student based organization, implementing a parking fee makes it less user-friendly.
 - There was concern expressed that we do not have accurate statistics pertaining to available spaces for faculty/staff/student parking and that other strategies could be used to alleviate the parking space shortage.
 - There was concern expressed that the Administration should evaluate all budgetary items and develop a plan to cover the cost of parking through other mechanisms.

- The FSBC endorses a phase-in of the parking fee.

- Faculty were concerned about the impact of the parking fee on student finances and recommended that if a fee is assessed that it should be phased in over time

- FSBC recommends the continuation of parking as a fringe benefit for faculty and staff.

- Faculty expressed concern about the erosion of fringe benefits for faculty and staff at GVSU as the burden of health care costs have shifted to include larger co-pays for office visits and prescription drugs.
- Free parking for employees is an attractive feature for recruitment.
- Many employers provide free parking to their employees

- The FSBC urges that the money collected from fees not be deposited into the general fund, but be held as a separate item. An accounting should be made each year to FSBC, the Student Senate, and UAS as to how the money was spent.

MOTION: The UAS recommends the implementation of a minimal student parking fee.

APPROVED: 19 Yes; 11 No; 0 Abstentions

MOTION: The UAS accepts recommends the adoption of a phase in of the parking fee.

APPROVED: 26 Yes; 1 No; 2 Abstentions

MOTION: The UAS recommends the continuation of parking as a fringe benefit for faculty and staff.

APPROVED: 29 Yes, 2 No, 0 Abstention

MOTION: The UAS urges that the money collected from fees not be deposited into the general fund, but be held as a separate item. An

	<ul style="list-style-type: none"> - The FSBC urges a prohibition on charging students an hourly fee to park in a parking garage in addition to being charged a parking fee each semester. - When such time arrives that the debt on a downtown parking ramp is satisfied, the continuation of the fee, and the size of the fee, could then be reexamined. • There was general discussion of the strict enforcement of the parking fine policy levied on faculty who are experiencing difficulties in locating a parking spot to teach, advise, and meet with students and the difficulty of having these fines overturned. <p>The meeting adjourned at 5:00pm</p>	<p>accounting should be made each year to FSBC, the Student Senate, and UAS as to how the money was spent.</p> <p><u>APPROVED: 28 Yes, 1 No, 0 Abstention</u></p>
<p>9. Adjournment</p>		<p>Next meeting: Friday, November 14, 2003</p>

6. Report of Standing Committee Chairs	a) The FSSBC Budget Recommendations were distributed.	No Discussion	
7. Old Business	a) Bylaws and Guidelines to Senate Practice (11/21/02) – (Hold discussion until after Reorganization)	No Discussion.	
8. New Business	<p>A. <i>Proposed Reorganization Model</i></p> <p>i. <i>Overview</i></p> <ul style="list-style-type: none"> • The chair provided a brief summary of the reorganization discussion from the October 31, 2003 meeting. a. A review & discussion of the new model the Provost is requesting input on: <ul style="list-style-type: none"> • UAS recommends that Freshman Studies and Honors College be placed in the College of University Interdisciplinary Initiatives (CUII) - The CUII placement would support the interdisciplinary nature of these programs - These programs are university-wide - Perhaps the CUII name should be reconsidered as both College and University are in the title <ul style="list-style-type: none"> • UAS recommends that the Administration of General Education be included in CLAS <ul style="list-style-type: none"> - The General Education subcommittee of UCC would remain and provide university-wide faculty representation - There was discussion that having Gen Ed placed in CLAS would make staffing and administration of the program less complex • UAS recommends that the administration of the Writing Center and SWS be placed in CLAS <ul style="list-style-type: none"> - There was concern that the writing center and SWS were university-wide programs • UAS recommends keeping the administration of the Writing Center and SWS in ARC <ul style="list-style-type: none"> - Do programs left in ARC need a Dean level position? - Should the location of general tutoring also be a discussion item for reorganization? 	<p><u>MOTION:</u> UAS recommends that Freshman Studies and Honors College be placed in the College of University Interdisciplinary Initiatives (CUII) <u>APPROVED:</u> 31 Yes: 0 No: 1 <u>Abstention</u></p> <p><u>MOTION:</u> UAS recommends that the Administration of General Education be placed in CLAS. <u>APPROVED:</u> 25 Yes: 5 No: 2 <u>Abstention</u></p> <p><u>MOTION:</u> UAS recommends that the administration of the Writing Center and SWS be placed in CLAS <u>FAILED:</u> 9 Yes: 11 No: 10 <u>Abstention</u></p> <p><u>MOTION:</u> UAS recommends keeping the administration of the Writing Center and SWS in ARC <u>FAILED:</u> 3 Yes: 21 No: 6 <u>Abstention</u></p>	

	<ul style="list-style-type: none"> • The UAS recommends that Hospitality Tourism and Management be placed in CUII <ul style="list-style-type: none"> - Allison Adams stated that the HTM faculty would be content with a placement in either the College of Community Affairs and Public Service or CUII, but prefers the CUII. - There was much discussion about having an academic unit placed in CUII given the curriculum, personnel and faculty governance issues • Mathematics and Stats Lab <ul style="list-style-type: none"> - There was discussion that the Math Department and Stats lab could be placed in the Math department - Administration should evaluate this placement during the reorganization process b. <i>Reorganization Issues</i> <ul style="list-style-type: none"> • <u>Internal Structures</u> <ul style="list-style-type: none"> • There was a brief discussion on how to facilitate the issues and motions on the internal organization of CLAS for the November 14, 2003 UAS meeting <ul style="list-style-type: none"> - Should principles/elements, clustering, or functional components drive the discussion. It was the consensus that all 3 of the areas are inter-related - Departments should have a greater level of autonomy - Some departments would like to use the levers in the model and vote on them - Discussion of principles and elements included: departmental autonomy, faculty preference, consistency across the university, equity issues, departmental clustering in CLAS, and support of collaborative work • Discussion on clusters included a grouping of laboratory sciences • Each UAS senator should send specific motions and discussion points to the Chair prior to the next UAS meeting 	<p><u>MOTION:</u> The UAS recommends that Hospitality Tourism and Management are placed in CUII. <u>FAILED:</u> 6 Yes: 11 No: 15 <u>Abstention</u></p>
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Approved by Academic Senate, April 15, 1983

DUTIES AND AUTHORITY OF THE UNIT HEAD

Adopted by ECS on March 30, 1983

The dean of the division has the administrative authority and responsibility for all academic aspects of the division. He or she obtains this authority from the Provost, President and the Board of Control. It must be exercised in a way that is consonant with the professional responsibility and authority of the faculty.

The dean can and usually does delegate some responsibility and authority to unit heads or coordinators. The unit head or coordinator may in turn delegate further. While the following list of unit heads' responsibilities may be taken as implying their authority in a general way, the actual definition of their authority is a matter of traditional practices and continuing discussion between the dean and the unit heads, on the one hand, and between the unit heads and the members of their units, on the other. In order to implement the role of unit head in his/her division, the dean should take the following steps:

1. Review the unit heads' responsibilities and authority with the incumbent unit heads annually assembled for this purpose. The dean should communicate his/her understanding of the basis of the unit heads' authority, and encourage airing of problems that arise in specifying and implementing their responsibilities.
2. Solicit the unit heads' advice regarding the allocation of divisional funds, and share with them information regarding budget priorities and policies, both within their division and in the other divisions, so that the unit heads may make informed and equitable decisions about such things as instructional support, professional travel and activities, and equipment purchases.
3. Support the actions and decisions of the unit heads in carrying out their delegated responsibilities except (1) when there is disagreement between the unit head and the unit faculty in which case the dean is to adjudicate these differences, and (2) when there are differences between the unit head (acting in consonance with the unit faculty) and the Dean in which case such disagreements should be indicated directly to the unit and opportunity given for unit response prior to any decision or action by the dean.

1. Fiscal:

Budget

The dean is responsible for the establishment of the division's fiscal requirements and the subsequent allocation to each unit or program. He or she decides how to allocate increases or decreases in funding, and may, as circumstances arise, require his or her co-signature on requisitions.

The unit head should cooperate with the dean in drawing up the unit's budget. Once the dean has allocated funds, the unit head is responsible for budgeting the unit resources over the prescribed budget period.

Special Project Proposals

The dean shall approve all grant proposals before submission to ensure the integrity of the division's goals and fiscal requirements.

The unit head should work with the dean and the Office of Faculty Research and Development to encourage proposals for grants, institutes, etc. which will benefit the unit and the college.

2. Personnel:

Tenure, Reappointments, Promotion, Salary Increments, and Leaves

The dean initiates the processes of review for tenure, reappointments, promotion, sabbaticals, and salary increments in keeping with the all-college guidelines; and is responsible for authorizing all leaves for professional or personal reasons.

The unit head is responsible for implementing the guidelines for matters of tenure, reappointments, promotion, sabbatical, and salary increments. He or she is also responsible for knowledge and coordination of absences by the unit's faculty for professional, personal or health reasons, and must notify the dean's office of such absences.

Teaching, Scholarly, and Research Activities

The dean has the responsibility to promote and encourage faculty development, scholarly activity, and research within the resources allocated to the division.

The unit head has the responsibility to encourage the unit faculty to develop their teaching and to carry on scholarly work and research activities.

2. Personnel, cont.

Requests for New Positions

The dean is responsible for making recommendations to the Provost for the allocation or reallocation of positions in the division. Appointments are made by the dean after approval of the Provost. The dean should consult the respective unit head and, if necessary, other involved individuals.

After consultation with the unit, the unit head is responsible for requesting new or replacement positions for the unit. Following approval of such requests by the dean, the unit head has primary responsibility for the recruitment of qualified individuals available and for arranging and scheduling a candidate's visit to campus. The unit head should transmit his own and the unit's recommendations to the dean.

Professional Conduct

The dean is administratively responsible for the professional conduct of the division's faculty.

The unit head should foster a high level of professional conduct on the part of members of the unit.

Faculty Absences

The dean is responsible for authorizing all leaves for professional or personal reasons.

The unit head is responsible for forwarding unit faculty recommendations from the unit regarding leaves of absence and sabbaticals for faculty members in the unit.

Office Assignments

The dean is responsible for assigning all space and facilities in the division.

The unit head, after consultation with each faculty member, is responsible for cooperating with the dean in arranging office assignments for the faculty in the unit.

Meetings and Communications

The dean will hold regularly scheduled meetings of the unit heads and other appropriate groups to aid in the inter-unit cooperation outlined in the responsibilities of the dean, and to discuss current or potential problems associated with the administration of the division.

The unit head is responsible for convening and chairing unit meetings and apprising faculty members of announcements from the dean's office and the Administration.

2. Personnel, cont.

Secretarial and Technical Services

The dean has the responsibility to ensure the full and efficient utilization of the secretarial and technical personnel in the division. Working with the Personnel Office and within personnel guidelines, he or she may reassign these staff personnel to meet the overall needs of the division. All leaves and vacation periods must be authorized by the dean within the personnel guidelines.

The unit head is responsible for working with the unit faculty, the dean, and the Personnel Office in arranging secretarial and technical services. The dean's office must be informed of all absences. It is understood that unit heads will have the necessary secretarial and/or technical assistance to carry out their responsibilities.

Faculty Assignments

The dean has the responsibility to ensure the full and efficient utilization of all faculty in the division. In the case of those faculty who have the expertise to teach in another unit, the dean, with consultation with the faculty and unit heads involved, and with the approval of the other unit, may assign underutilized faculty in one unit to teach in another unit.

The unit head is responsible for making sure the unit offers the appropriate courses and for the staffing of these courses. The importance of the teaching responsibility should be emphasized. Teaching assignments should be made on the basis of an individual's competencies and experience.

Any released time from normal teaching loads shall be authorized by the dean.

The unit head should establish equitable teaching loads among the unit's teaching staff so that all full-time faculty meet the criteria specified in the College's definition of full-time load.

Part-time Faculty

The dean allocates funds for part-time or overload positions and coordinates their use in the division.

The unit head is responsible for recruiting qualified part-time teachers within established guidelines of the College or division. When necessary, the unit head should assist part-time faculty in the completion of proper employment forms and in preparing syllabi and examinations, ordering textbooks, and turning in final grades.

3. Curriculum and Program:

Curriculum

The dean is responsible for assuring the general coherence, quality, necessary modification, and implementation of the curriculum for the entire division and coordinating it with the curriculum of the other division.

He or she is also responsible for the review of equivalencies related to the transfer of programs in the the division and to ensure timely action for revision and submission of catalog copy.

The unit head is responsible for overseeing the general coherence, quality, necessary modifications and implementation of the unit's degree and cognate programs. In carrying out this responsibility, consideration will typically include:

- a) staffing and scheduling as noted above;
- b) cooperation with other unit heads to ensure that the unit's courses are appropriate as cognates and other units' courses may be appropriate for his or her unit's degree programs;
- c) describing the work and programs of the unit so that it can be understood by faculty in other units, by the dean, by the provost and president, by academicians at other colleges, and by the non-academic community including the legislature; and
- d) arranging for accreditation for degree programs when the unit's faculty and the dean have recommended that accreditation be sought, and arranging for continuing accreditation under the same circumstances.

The unit head is responsible for approving all waivers in the requirements for the major or minor, notification of which must be sent to the dean. The general guidelines applied in granting such waivers should be established by the unit faculty.

He or she is also responsible for evaluating transfer equivalencies for his or her unit's courses, evaluating course prerequisites and making sure that students meet course prerequisites. The unit head is responsible for initiating or revising appropriate curriculum

3. Curriculum and Program, cont.

Curriculum, cont.

degree changes, and catalog copy revision. These actions shall be carried out within the divisional and all-college guidelines.

Library Resources

The dean has the responsibility to ensure the efficient use of available resources within the division and in cooperation with the other deans to meet the over-all college goals.

The unit head is responsible for cooperation with the librarian for improving the library holdings in the unit's discipline and for coordinating the unit's requests for new books and journals.

Course Scheduling

The dean is responsible for the most effective use of available resources to meet the needs of the division's overall goals, faculty time, room and facility use, and ensuring overall student/faculty ratios appropriate to the division.

The unit head is responsible for determining and preparing the schedules of courses to be offered by the unit. These schedules shall be consistent with the following considerations:

- a) fit the overall guidelines and needs of the division;
- b) available faculty (full-time, part-time and adjunct);
- c) proper sequential and efficient offering of courses for the approved programs within the unit;
- d) effective cooperative scheduling with other units to ensure that students who must normally take courses during the same semester in various units are able to do so;
- e) use of all time slots during the day and week (including evenings where appropriate) to ensure the best possible use of classroom, laboratory and studio facilities and the widest possible flexibility for student enrollment; and
- f) student needs and demands not already addressed above.