

Grand Valley State University

University Academic Senate

September 8, 2006

PRESENT: Majd Al-Mallah, John Bender, Agnes Britton, Anne Marie Carson (student), Katherine Cross (student), Gayle Davis (ex officio), Kurt Fanning, Roger Ferguson, Frank Foster (student), Rob Franciosi (chair), Nancy Giardina (ex officio), Joe Godwin (ex officio), Linda Goossen, Joe Heigert, Robert Hendersen, Hugh Jack, Jim King (student), Brian Kingshot, Paul Leidig, Elena Lioubmtseva, Lianggang Lou (for Jennifer Gross), Neil MacDonald, Jean Martin, Melissa Morison, Kristine Mullendore (Vice Chair), Jean Nagelkerk (ex officio), Harvey Nikkel, Steve Nizielski, Karen Novotny, Pat Parker (for Bob Schoofs), John Peck, Ross Reynolds, A. Scott Rood (for Charles Baker-Clark), Ellen Schendel, Steven Schlicker, Kathleen Underwood, Jeroen Wagendorp, Deana Weibel, Don Williams, Jim Wolter (for Yatin Bhagwat),

GUESTS: Frederick Antczak (Dean, CLAS), President Haas, Paul Plotkowski (Dean, PCEC)

NOTE: Appendix attached to these minutes.

| Agenda Items | Discussion | Action/Decisions |
|-----------------------|---|---|
| 1. Approval of Agenda | The agenda of September 8, 2006 was reviewed. | The agenda of September 8, 2006 was approved. |
| 2. Minutes approval | The minutes of April 21, 2006 were reviewed. | The minutes of April 21, 2006 were approved as submitted. |
| 3. Report of Chair | <p>a) The Chair reported that the Presidential Search Advisory Committee sent the Board of Trustees a list of candidate names for their consideration, prior to the June 30 deadline. At the Board meeting of July 10, 2006, as previously announced, Thomas J. Haas was elected and appointed as the fourth president of GVSU.</p> <p>b) The chair met with the Leadership of the AP Committee over the summer and they agreed to assemble an informal leadership group consisting of AP leaders, UAS Chair and Vice Chair, and student leadership to discuss shared concerns, including such things as the bus service between semesters and the bus schedule for classes during the term.</p> <p>c) The Chair reported that during this academic year the following matters will be on the agenda:</p> <ul style="list-style-type: none"> i) the college governance structure for the College of Health Professions, the College of Community and Public Service, the | |

| | | |
|--|--|--|
| | <p>College of Interdisciplinary Studies and the University Libraries.</p> <ul style="list-style-type: none"> ii) completing the work of the task force on submitting Prospecti and Final Plans attempting to streamline these processes. iii) revisit the workload document, acted on April 14, 2006 by UAS but not accepted by Provost Davis. | |
| <p>4. Report of Provost</p> | <ul style="list-style-type: none"> a) Provost Davis introduced Joseph Godwin, interim Executive Associate Vice President for Academic Affairs. b) Provost Davis reported on the current enrollment statistics. Enrollment for Fall 2006 is 23,295. 3,632 first-year students were accepted and enrolled out of the 14,000 received. The average GPA is 3.53 and an average credit load is 12.2. (Further details can be obtained at www.gvsu.edu/ia) c) Provost Davis reported that the Annis Water Resource Institute celebrated its 20th year. | |
| <p>5. Report of Student Senate President</p> | <p>Student Senate President Foster introduced Vice President James King and announced that he will be attending the senate meetings in place of the student senate president.</p> <ul style="list-style-type: none"> a) Vice President King reported that the Student Senate met twice during the summer to identify issues to address during the year, including gender expression, the Battle of the Valleys and the President's Ball. b) The Student Senate Political Action Committee put together a 9/11 commemoration. c) The Student Senate International Affairs Committee is working on how to address cultural issues. The committee was renamed the Inter-Diversity Network. d) Academic issues to be addressed include student course evaluations and advising resources. e) Professors of LIB 100 have invited Student Senate representatives to attend their classes and present on the Michigan Civil Rights Initiative and Affirmative Action issues. f) The theft of money from the 2005-06 Battle of the Valleys is still under investigation. Burton Middle School has been selected to be the beneficiary of this year's fundraising, with a goal of raising a | |

| | | |
|--------------------------------|---|--|
| | <p>\$1.00 for each person in the GVSU community.</p> | |
| <p>6. Report of Vice Chair</p> | <p>a) The Vice-Chair discussed the handout provided to senators regarding Robert's Rules use within the context of UAS By-Laws. (The document is available at the Faculty Governance website at www.gvsu.edu/facultygov.) Senators were reminded that items brought forth on the agenda are considered motions.</p> <p>b) UAS will meet at least once a month. Materials will be distributed well in advance of the meeting. Senators are invited to raise questions or concerns in advance of the meetings. Although materials will not be copied for distribution at all meetings, some copies will be available for senators as needed.</p> <p>c) A recommendation was made to have items under discussion projected on a screen – particularly when language changes may be discussed.</p> | |
| <p>7. New Business</p> | <p>a) Proposed Changes to the Faculty Handbook and recommendations for changes to the Faculty Governance section of the Administrative Manual are attached as appendices to these minutes.</p> <p>The <u>Administrative Manual</u> language amendments reflect changes to the faculty governance structure.</p> <p>The current language in the Faculty Handbook online is the official language. Over the years other language was incorporated into print and online versions of the <u>Faculty Handbook</u> although not formally adopted. The proposed changes contain those revisions and are being presented for formal consideration and vote.</p> <p>MOTION I: to amend 2.01 paragraphs (1) and (3) as indicated on the handout distributed to senators and attached to these minutes.</p> <p>After discussion, a motion was made to divide Motion I into two sections. Motion 1a being paragraph 1 and Motion 1b being paragraph 3.</p> <p>The question was called on dividing the motion and was passed by voice vote, with no objection.</p> <p>After discussion, Motion 1a was amended by consensus to read. <i>The Provost and designees, and the Deans (of any rank) are members ex officio non-voting.</i></p> | <p style="text-align: right;">1</p> <p>MOTION: To divide Motion I into two sections. Motion 1a being paragraph 1 and Motion 1b being paragraph 3. APPROVED without objection</p> <p style="text-align: right;">Motion 1a; Section 2.01 language in paragraph (1) was amended by consensus to read. <i>The Provost and</i></p> <p style="text-align: right;">1a</p> |

| | | | |
|-----------------------|--|---|-----------------------------|
| | <p>Motion 1a carried by voice vote, without objection.</p> <p>Motion 1b was referred back to ECS for clarification of the language.</p> <p>MOTION II: to amend 2.01.A.1.b.i, ii, and iii as indicated on the handout. After discussion, including amending the language in paragraph 3 to conform with the amendments made and approved in Motion 1a, Motion II was approved, as amended by voice vote, without objection.</p> <p>MOTION III: - to amend 2.01.A.1.c.v as indicated on the handout was discussed and referred back to ECS for revision of the language to apply to the representatives of all constituent groups.</p> <p>The remaining motions were tabled.</p> <p>The meeting was then adjourned for an address from President Haas.</p> | <p><i>designees, and the Deans (of any rank) are members ex officio non-voting.</i> APPROVED without objection</p> <p>Motion 1b; Section 2.01 language in paragraph (3) was referred back to ECS for clarification.</p> <p>MOTION II: to amend 2.01.A.1.b.i, ii, and iii, including amending the language in paragraph 3 to conform with the amendments made and approved in Motion 1a. APPROVED as amended, without objection</p> <p>MOTION III: Section 2.01.A.1.c.v language was referred back to ECS for revision.</p> | <p>1b</p> <p>2</p> <p>3</p> |
| <p>8. Adjournment</p> | <p>The meeting adjourned at 4:19 pm</p> | | |

Faculty Handbook Governance Language

Motion I: to amend 2.01 paragraphs (1) and (3) as indicated on hand-out.

Motion II: to amend 2.01.A.1.b.i, ii, and iii as indicated on hand-out

Motion III: to amend 2.01.A.1.c.v as indicated on hand-out

Motion IV: to amend 2.02.a.iii, vii and viii as indicated on hand-out

Motion V: to amend 2.02.b.I.ii and iii as indicated on hand-out

Motion VI: to amend 2.02c.i.v, vi and vii as indicated on the handout

Chapter 2 Academic Governance

2.01 Academic Governance

The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the faculty of each college and the library, and students selected by the Student Senate, including the President of the Student Senate. ~~The Provost and designees, the Associate Vice President for Academic Affairs, and the Deans (of any rank) of the instructional academic colleges and the library~~ are members ex officio, non-voting.

The Executive Committee of the Senate (ECS) serves as the clearinghouse for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of faculty senators from academic colleges and the library, the Student Senate President, and the Provost, ex officio, non-voting.

Standing committees which report to the Senate via ECS include the Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, Pew Faculty Teaching and Learning Center Advisory Committee, Graduate Council, University Assessment Committee, and University Curriculum Committee. The General Education Subcommittee is a standing committee which reports to the University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected college and library representatives.

Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

Details regarding membership, responsibilities, and rules of procedure are given in the UAS By-laws which are incorporated into the Faculty Handbook.

A. University Academic Senate Bylaws

Approved and Revised by the University Academic Senate March 12, 2004.

The powers and duties, membership formula, and rules of procedure of the University Academic Senate (UAS) are set forth in Section 1 below. Section 2 specifies the powers and duties, membership formula, and rules of procedure for the Executive Committee of the Senate (ECS). Section 3 deals with referendum procedures for the faculty in the event of faculty opposition to an action of the UAS. Section 4 describes the standing committees that report to the ECS.

1. THE UNIVERSITY ACADEMIC SENATE (UAS)

1.a Powers and Duties of the UAS include the following:

- i. Curriculum: All proposals regarding graduation requirements or regarding new programs and majors must be acted upon by the UAS before they can take effect. This includes any initiative emerging from a nonacademic unit that involves academic credit.

- ii. The Academic Organization of GVSU: Proposals regarding the addition or elimination of colleges, divisions, schools, departments, institutes, centers, libraries, or academic service units must be acted upon by the UAS. Because initiatives involving academic credit may likely affect the quality or integrity of an academic program, all such initiatives shall be reviewed and acted upon by the appropriate academic governance bodies according to their established governance procedures. This shall occur regardless of whether the initiative originated in an academic unit or a non-academic unit.
 - iii. Faculty Personnel Policy: All proposed changes in the faculty personnel policy of GVSU must be acted upon by the UAS.
 - iv. Other Matters: The UAS also makes recommendations regarding budget matters and other issues which are considered relevant to academic matters. Individual grievances, however, are not the proper domain of the UAS.
- 1.b. UAS Membership Formula: The UAS includes members from the faculty, the student body, and the administration.

- i. UAS Faculty Membership: Faculty membership for each college and the library will be determined by the following formula:

1 - 19 faculty = 1 member
 20 - 39 faculty = 2 members
 40 - 59 faculty = 3 members
 60 - 79 faculty = 4 members
 80 - 99 faculty = 5 members, and so forth.

Terms of office are two years, staggered for the library and colleges with more than one member. Representatives must have Tenure/Tenure Track Faculty status AND will only represent one college. Formal joint appointment equivalency can be counted toward Tenure/Tenure Track representation totals. Tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

- ii. UAS Student Membership: The Student Senate selects five members, including the Student Senate President and four representatives in accordance with written Student Senate ~~constitution and bylaws~~ ~~guidelines~~. Student members serve one-year terms.
- iii. UAS Administration Membership: The Provost and designees, ~~the Associate Vice Presidents for Academic Affairs~~, and the Deans of the ~~instructional-academic colleges and the library~~ are ex officio, non-voting members.

1.c UAS Rules of Procedure

- i. Election of New Members: During winter semester each college elects faculty members to serve two-year terms. Election results are reported to the ECS by April 1. The newly elected members begin their terms at the end of the winter semester. The Student Senate selects student members at the end of the winter semester or early in the fall semester.

- ii. Meetings: The UAS shall meet at least once every academic semester, excepting summers, and at additional times if a petition is signed by one-fourth of its membership, or at the call of the ECS. The UAS meetings are open.
- iii. Officers: The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its membership. Election of the Chair and Vice-Chair by the newly elected members of ECS is held the last week of winter semester. The Vice-Chair shares governance responsibilities with the Chair and presides over meetings in the absence of the Chair.
- iv. Agenda for Meetings: The agenda for each meeting is prepared by the Chair in consultation with the ECS. Electronic copies of the agenda accompanied by electronic documents relevant to agenda items are distributed to UAS members at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance website and the Academic Governance bulletin board. If a motion is made to add an item to the agenda during a meeting, opposition by 10 percent of the members present is sufficient to block this action on the grounds of insufficient notice.
- v. Alternates: Alternates for members of the UAS may be designated at the discretion of the representatives themselves so long as they come from the same college or library and no contrary rules are adopted by the college or library involved.
- vi. Quorum: A majority of the total voting membership of the Senate shall constitute a quorum for the enactment of business.
- vii. Voting: Voting may be by voice vote, show of hands, or by secret ballot at the discretion of the presiding officer. Voting shall be by secret ballot if requested by 10 percent of the members present. Proxy votes are not allowed at UAS meetings.
- viii. Parliamentary Procedure: Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Senate.
- ix. Distribution of Minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website and Academic Governance Bulletin Board. Copies are also sent to the President, Provost, Vice Presidents, Deans, Assistant Vice President for Human Resources, the Registrar, the Library Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.

1.d Duties of the Chair in Communicating UAS Actions.

- i. The Chair of the UAS is required to bring to the President of GVSU all resolutions passed by the UAS. If the resolution requires presidential action, such action will be communicated by the President to the Chair of the ECS within two weeks. If the President expresses the desire to have the content of the resolution changed, the Chair of the UAS must then present this request to the members of the UAS. If the President requests that more time be given before taking action on the resolution, the Chair of the UAS will inform the members of the UAS to this effect.

- ii. If any recommendation of the UAS differs from a recommendation which the President plans to present to the Board of Trustees, then the Chair of the UAS is charged by the UAS with the responsibility of informing the Board of the UAS position.

2. THE EXECUTIVE COMMITTEE OF THE SENATE (ECS)

2.a Powers and Duties of the ECS

- i. Preparing the Agenda for UAS: All matters to be presented to the Senate are discussed by ECS and its recommendations are placed on the UAS agenda.
- ii. Acting for UAS: The ECS has the power to act for UAS within the range of the Senate's powers as described in 1.a. Decisions reached by the ECS shall be considered tacitly ratified if the duly informed UAS membership does not petition for a meeting within one academic week after ECS decisions are reported to the UAS membership. If such a meeting is called, the ECS shall be bound to proceed according to the decision of the UAS. No decision may be sent to the President for further action unless or until such tacit or actual ratification has been granted. The ECS shall convene a meeting of the UAS within one academic week upon petition by one-fourth of the members of the UAS.

- iii. Receiving reports from the standing committees of UAS: The standing committees of UAS report to the ECS and make recommendations relative to their respective charges. Standing committee chairs, or their designee, will meet with the Executive Committee to respond to questions and explain their reports.

In its review, the ECS will decide: 1) if the matter is appropriate for Senate debate; 2) if all aspects of the matter are adequately addressed in the report; 3) if the wording of recommendations specifies precisely the action to be taken; and 4) whether specific motions should be composed to facilitate UAS deliberation of the matter.

When a matter receives ECS support, it will be placed as new business on the UAS agenda as either a main motion or as a report requiring further action by UAS. If the matter does not require UAS action, ECS may act on it independently. If ECS finds the matter lacking or inappropriate, it will be routed back to the standing committee with a request for further clarification.

- iv. Nominations: The ECS serves as a nominating committee for membership of all committees, task forces, and boards to be elected by the UAS.
- v. Advice and counsel to the administration: The ECS will provide advice and counsel to the President and/or the Provost regarding university affairs.
- vi. Count of faculty for UAS membership: During the Winter semester ECS shall determine membership for UAS for the following year based on the appropriate faculty count.
- vii. Other matters: Requests for Senate consideration of an issue may come from any constituency, organization or member of the campus community. Items will be sent to the Chair and the Academic Governance Office, where the item will be logged with a tracking number. To organize the Senate workload, the Executive Committee determines the course of action for most requests. The ECS will

decide (1) whether the concern should be dealt with by academic governance, and (2) if so, whether it should be referred to a standing committee. If the matter is not referred to a standing committee, ECS may request information from appropriate offices and persons to help in its deliberations.

viii. Arranging faculty forums: At least twice each year the ECS will arrange a faculty forum. At the forum the chair of UAS/ECS will describe matters currently under discussion in the governance system and will invite faculty members' responses to the discussion at hand. Faculty members are invited to raise other concerns for discussion at these forums.

2.b Membership formula of the ECS

- i. ECS Faculty Membership: Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the library. The term of office is two years beginning at the end of the winter semester. ECS members will also serve as UAS senators for their elected term. Terms of those from colleges with two or more members are staggered.
- ii. ECS Student Membership: The President of the Student Senate serves on ECS during his/her term of office.
- iii. ECS Administration Membership: The Provost ~~and~~ ~~or~~ ~~designees~~ ~~is~~ ~~are~~ members ex officio, non-voting.
- iv. Additional Criteria: If the number of representatives from professional colleges increase, the number of representatives from the CLAS will increase to match this number, based on a 50% principle (CUII representative is counted in CLAS membership)

2.c Rules of Procedure for the ECS

- i. Chair and Vice Chair: The Chair of UAS presides at meetings of the ECS. The Vice Chair/Chair-elect presides in the absence of the Chair.
- ii. Meetings: The ECS shall normally meet every week, except during the spring/summer semester. Additional meetings may be called by the Chair, and must be called on petition of four members.
- iii. Quorum: A majority of the ECS members shall constitute a quorum.
- iv. Parliamentary Procedure: At the first meeting of the Academic year, ECS will discuss rules of procedure for its meetings and decide whether strict adherence to Robert's Rules of Order is desirable.

Robert's Rules shall govern the ECS in all cases in which they are not inconsistent with the bylaws or procedures agreed upon by the ECS.

- v. Agenda: The agenda for ECS meetings is set by the Chair. Electronic copies of the proposed agenda accompanied by electronic documents relevant to agenda items are distributed to ECS members at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance

website and the Academic Governance bulletin board. An item must be placed on the published agenda at the request of three ECS representatives.

vi. Alternates: A member who is unable to attend an ECS meeting may designate an alternate to attend in his/her place. The alternate must be a senator from the same representative college or library. In the case of a prolonged absence involving several meetings, the representative college or library should designate the alternate.

vii. Proxy Votes: Proxy votes are not allowed at ECS meetings.

vii. Distribution of minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website and Academic Governance Bulletin Board. Electronic copies are also sent to the President, Provost, Vice Presidents, Deans, Associate Vice President for Human Resources, the Registrar, the Library Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.

Administrative Manual Language

Motion VII: to recommend to the GVSU Board of Trustees that they act to amend the language in Chapter 3.4 concerning Academic Governance within Academic Affairs in the *Administrative Manual* as is indicated on the provided hand-out.

**Proposed Language Requiring Administrative and Board Approval for
Inclusion in GVSU Administrative Manual
(New language is highlighted) *Proposed September 2006***

4. Academic Governance

The **University Academic Senate (UAS)** is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the faculty of each college and the library, and students selected by the Student Senate, including the President of the Student Senate. The Provost and designees, and the Deans (of any rank) of the academic colleges and the library are members ex officio, non-voting.

UAS Faculty Membership: Faculty membership for each college and the library will be determined by the following formula:

1-19 faculty = 1 member
20-39 faculty = 2 members
40-59 faculty = 3 members
60-79 faculty = 4 members
80-99 faculty = 5 members, and so forth

UAS Student Membership: The Student Senate selects five members, including the Student Senate President and four representatives in accordance with written Student Senate constitution and bylaws.

UAS Administrative Membership: The Provost and designees, and the Deans of the academic colleges and the library are ex officio, non-voting members.

The **Executive Committee of the Senate (ECS)** serves as the clearinghouse for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of faculty senators from academic colleges and the library, the Student Senate President, and the Provost and designees, ex officio, non-voting.

ECS Faculty Membership: Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the library.

ECS Student Membership: The President of the Student Senate serves on ECS during his/her term of office.

ECS Administration Membership: The Provost and designees are members ex officio, non-voting.

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, Pew Faculty Teaching Learning Center Advisory Committee, Graduate Council, University Assessment Committee, and University Curriculum Committee. The General Education Subcommittee is a standing committee, which reports to the University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected college and library representatives.

Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are normally sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

Details regarding membership, responsibilities, and rules of procedures are given in the UAS By-laws which are incorporated into the Faculty Handbook. Effective *(insert date + when Board action taken if adopted)*.