

**College of Agriculture and Life Sciences  
Faculty Senate Caucus Report, 2008-2009**

Historically, the College of Agriculture and Life Sciences (CALs) has enjoyed a close and effective working relationship with the Dean. Dean Wintersteen meets formally with the CALs Caucus monthly during the Fall and Spring Semesters. At these meetings, candid and objective discussions ensue and the Faculty Senators are provided specific information about pertinent faculty issues (i.e. RMM) as well as privileged and confidential information as appropriate. Discussion about the budget has been the primary topic during the FY09 CALs Caucus meetings. While specific information about the FY10 budget has not been available, the Caucus discussions with Dean Wintersteen have been useful in addressing issues (i.e. faculty lines) and developing ideas to mitigate the budget shortfalls. It is anticipated that future interaction with the Dean will continue and that the new CALs leader and membership will continue to take advantage of this important opportunity for shared governance. I believe we have most of the Council and Committee representation resolved and have elected a new CALs Caucus Chair. Dan Loy has been elected as the CALs Caucus Chair for 2009-2010.

**Members of the CALs Caucus for 2009-2010**

Gian Carlo Moschini, Ag Econ  
Levon Esters, Ag Ed & Studies  
Steve Freeman, Ag & Biosystems Engr.  
Andrew Manu, Agronomy  
Dan Loy, Animal Science  
Jeffrey Beetham, Entomology  
Ann Marie VanDerZanden, Hort  
Lita Rule, NREM  
Gwyn Beattie, Plant Path

**At-Large**

Ken Stalder – Animal Science  
Nir Keren – Ag & Biosystems Engineering  
Pete Korsching, Sociology

**CALs Council Representation**

Academic Affairs – position open  
FDAR – Andrew Manu  
Governance – Ken Stalder  
J&A – Jeffrey Beetham  
RPA – Dan Loy

**Committees**

Appeals Committee – Kan Wang, Madan Bhattacharyya, Dan Loy and Lita Rule

**ISU College of Business Caucus  
Annual Report 2008-2009**

1. Following are the Faculty Senators from the College of Business, list with their council and committee assignments:
  - a. Mike Doran, Judiciary and Appeals Council
  - b. Pol Herrmann, Governance Council
  - c. Rob Ruben, Faculty Development & Administrative Relations Council
  - d. Travis Sapp, Resource Policies and Allocations Council (Chair, spring semester), Executive Board (spring semester)
  - e. Skip Walter, Governance Council, Committee on Committees, Senate Documents Committee (Chair), Executive Board, Caucus Chair, Policy Library Advisory Committee
  - f. John Wong, Academic Affairs Council
  
2. Within the College of Business, the general faculty (i.e., all tenured, nontenured tenure-track, and nontenure-track faculty on continuous appointment) are represented by the Faculty Executive Committee (FEC) “for the effective expression of views regarding the operation of the College of Business.” (Source: “FEC Charter.”) The FEC is composed of all the College of Business faculty senators and one at-large member. Its specific responsibilities are to: (a) evaluate academic and administrative programs, proposals, and decisions; (b) administer an annual performance evaluation of all College of Business administrators, to be shared with the administrator and his/her immediate supervisor; (c) maintain formal documentation of all its actions and the actions taken by the general faculty as a permanent record for the general faculty; and (d) represent the general faculty, providing advice, opinions, and recommendations to College of Business administrators and the general faculty on both academic and administrative matters.
  
3. The committee reviewed (October 1, 2008) with the Dean a list of 22 topics having Faculty Senate interaction.
  
4. At subsequent meetings of the FEC, general faculty and the Dean, discussion has centered around budgetary matters. Upcoming meetings include April 28 (FEC with Dean) and May 7 (faculty with Dean).
  
5. The FEC, through the Student Outcomes Assessment Committee (SOAC), continues to make progress toward a College-wide assessment of the educational experiences of samples of students in each major. SOAC members are conducting the process “to gather data to assess progress toward achieving those outcomes, (and) to utilize data to appropriately improve curricular activities with respect to achieving outcomes.” (Source: College of Business website.)

Respectfully submitted: C. K. Walter  
April 27, 2009

# 2008-2009 Annual Report to the Faculty Senate

## College of Design Caucus

### I. Overview

- A. College of Design Caucus members devoted much of their time in 2008-2009 to two major issues:
  - 1. Budget
  - 2. Shared governance
- B. Current members of the College of Design Faculty Senate Caucus include the following:
  - 1. Paul Anderson, Caucus Chair, at-large (Landscape Architecture)
  - 2. Joe Muench, at-large (Art & Design)
  - 3. Kimberly Zarecor, substitute for Gregory Palermo (Architecture)
  - 4. April Katz (Art & Design)
  - 5. Monica Haddad, substitute for Francis Owusu (Community & Regional Planning)
  - 6. Michael Martin (Landscape Architecture)

### II. Budget

- A. Because of the budget cuts for FY09 and FY 10, Caucus members have spent considerable time working at the degree program, department, college, and university levels. Caucus members have facilitated discussion among faculty members, students, staff, and administrators. They have also facilitated the collection of strategies, issues, and concerns among these stakeholder groups in regard to the budget cuts.
- B. Budget review process. Faculty members have been involved in the budget review process in a number of ways.
  - 1. Department and program meetings. Each degree program committee and department faculty has had the opportunity to discuss strategies, issues, and concerns. Some discussions have taken place in regular faculty meetings. Other discussions have taken place at special meetings devoted entirely to this purpose.
  - 2. College meetings. A number of meetings devoted to budget strategies, issues, and concerns have taken place at the college level. Two of these meetings (faculty meeting and open forum) were open to all faculty members. The other meetings included at least one faculty member from each department.
    - a) Faculty meeting. On February 27, the faculty meeting devoted 10-15 minutes to an initial discussion of issues and concerns about FY09 and FY 10 potential cuts.
    - b) College of Design Faculty Senate Caucus. Our caucus met on April 17 to discuss our priority issues, concerns, and strategies. These were summarized in a panel oral report to the Faculty Senate at their meeting on April 21.
    - c) Budget Advisory Committee. This is our college budget committee. It consists of the deans, dean's P&S staff, department chairs, and Liaison Council faculty members. In the 2007-2008 academic year, the college faculty voted to change the college governance document to explicitly charge the Liaison Council with the responsibility to represent the faculty on the Budget Advisory Committee. The committee meets approximately every three weeks. It has

held extended discussions of college budget priorities and potential strategies for cutting the budget.

- d) Liaison Council. The Liaison Council is one of permanent councils of faculty members mandated specifically by the College of Design governance document. Members of the Liaison Council include the dean, one faculty member from each department, and the college caucus chair. The Liaison Council has taken a leadership role in facilitating discussions among faculty, students, and staff of budget strategies, issues, and concerns. The Liaison Council requested faculty to Email issues, concerns, and suggested strategies as input to college-wide discussions. The list of suggestions was distributed to faculty, students, staff, and administrators. The Liaison Council also hosted a college-wide forum.
  - e) Open Forum. A college-wide open forum was held on March 26, hosted by the Liaison Council. An estimated 175 faculty, staff, students, alumni, and administrators attended the forum. There were two major activities at the forum. First, the chair of the Liaison Council presented the current college budget, budget reductions for FY09, and Resource Management Model implications of those cuts. Second, the floor was then opened to attendees to voice issues, concerns, and suggested strategies. Many attendees voiced their concerns, including students. These were summarized and transmitted to the college Budget Advisory Committee for inclusion in their deliberations.
- C. Budget issues, concerns, and strategies. The following list of budget issues, concerns, and strategies was developed using the input processes described in section II.B above. They are not in priority order (not ranked), but are grouped by theme or subject.
- 1. College-wide priorities
    - a) Students
      - (1) Student recruiting and retention
      - (2) Course availability and on-time graduation
      - (3) College core program
      - (4) Study abroad programs
      - (5) Academic advising quality
      - (6) Fewer graduate assistantships
      - (7) Fewer professional elective courses
      - (8) Outreach studio facilities in Perry and Sioux City
    - b) Faculty
      - (1) Change in college administration—new dean
      - (2) Position Responsibility Statements
      - (3) Shared governance
      - (4) Teaching load and implications for quality
      - (5) Protecting time commitments for tenure-eligible faculty
      - (6) Faculty and staff unfilled lines
      - (7) Fewer graduate assistants
      - (8) Resources for research, scholarship, creative activities
      - (9) Travel to conferences and professional meetings
    - c) Expenses
      - (1) Layoffs and furloughs

- (2) Cost of studio pedagogy
- (3) Support services
- (4) Utility costs
- (5) Uncertainties about Resource Management Model
- d) Revenue
  - (1) Increase course enrollment limits
  - (2) Increase courses with cross-campus appeal
  - (3) New majors and degree programs
  - (4) Review and approval time required for proposed revenue enhancements
- 2. Caucus priorities. The following concerns and strategies were selected by members of the Design Caucus at our April 17 meeting. These were selected to emphasize in a panel oral report to the Faculty Senate at their meeting on April 21.
  - a) Concerns
    - (1) Lack of information and discussion about priority programs, which leads to difficulty in planning and potential negative impact on morale
    - (2) Decrease of teaching quality with increase in teaching loads
    - (3) Long-term impacts of increasing teaching loads
    - (4) Lack of faculty input in course offerings and cuts
    - (5) Lack of resources make it difficult to be entrepreneurial
    - (6) Uncertainty of impacts of new Resource Management Model on studio pedagogy
  - b) Strategies
    - (1) Combine and integrate multiple courses into one
    - (2) Increase flexibility in course prerequisites
    - (3) Re-evaluate shared assignment courses
    - (4) Explore more options to increase enrollment for summer classes, night classes, new majors, and new degree programs

### **III. Shared governance**

- A. In April 2007, a Faculty Senate Task Force issued their report on their review of college and departmental governance documents. The focus of the report was to identify provisions of the governance documents which were not in compliance with the Faculty Handbook. Since the report was issued, three of the four departments in the College of Design have modified their governance documents to be in compliance. In addition, the College of Design governance document has been changed to be in compliance, under the leadership of the Design Caucus. In the college document, the following issues were addressed:
  - 1. Position Responsibility Statement (PRS)
  - 2. Appointment renewal of lecturers
  - 3. Senior lecturers
  - 4. Multiple voting
  - 5. Tenure-eligible voting member
- B. Position Responsibility Statement (PRS). In December 2008, the faculty approved these changes that clarify the role, scope, application, frequency, and mediation of PRSs.

1. "Section 5.1.1.5 of the Faculty Handbook states that a Position Responsibility Statement is a tool that allows for a flexible and individualized system of faculty review, particularly within the promotion and tenure process of tenure-eligible/tenured faculty or for advancement of non-tenure-eligible faculty."
  2. "At least every five years, as part of the annual review process, tenured faculty members should re-evaluate their position responsibility statements with their department chair."
  3. "If however one of the parties disagrees with a proposed change to the faculty member's PRS, either party may refer the matter to the PRS Mediation Panel. See section 5.1.1.5.1 of the Faculty Handbook."
- C. Appointment renewal of lecturers. In December 2008, the faculty approved these changes that removed the appointment limit of six years for lecturers and senior lecturers.
1. "Lecturers are non-tenure-eligible limited term full-or part-time appointments of from one semester to three years and are renewable. See section 3.3.2.1 of the Faculty Handbook."
  2. "A review for advancement to Senior Lecturer must be conducted no later than one semester prior to formal consideration for advancement."
- D. Senior lecturers. In December 2008, the faculty approved this change that clarified the eligibility requirements for advancement of lecturers to senior lecturers. "To be eligible for appointment as senior lecturer, the individual shall have served as a lecturer or its equivalent for a minimum of six years or the completion of 12 semester FTEs of employment. After this eligibility criterion has been met, the individual has the right to be reviewed for advancement by the appropriate departmental and college committees. See section 5.4.1.1 of the Faculty Handbook."
- E. Multiple voting. In February 2009, the faculty approved a change in voting in the College P&T Council. The change prohibits members from voting on candidates from their home departments, even if they did not vote at the departmental level: "Council members may not vote on promotion and tenure decisions related to candidates from their own departments. See section 5.2.4.3 of the Faculty Handbook."
- F. Tenure-eligible voting member. In February 2009, the following change was proposed as new business at a college faculty meeting. It would eliminate from the College P&T Council the at-large tenure-eligible member. Though this change was not required to be in compliance with the Faculty Handbook, it was proposed by the Provost to be in keeping with "best practices." The proposed change is controversial among the college faculty and will be voted on May 4 at the next college faculty meeting.
1. Existing language: "A College Liaison Council person and a tenure-track faculty member, elected at-large from the college, are voting members of the council in matters of promotion and tenure."
  2. Proposed language: "A College Liaison Council person is a voting member of the council in matters of promotion and tenure."

**Iowa State University Faculty Senate  
Caucus Annual Report: 2008-2009  
College of Veterinary Medicine**

Election of new caucus member for 2008 and 2009 were Kim Langholz (At Large) and Gary Osweiler (VDPAM). Dr. Langholz accepted another position shortly after being installed. A new election was held in veterinary medicine and Dr. Rodney Baker (VDPAM) was elected to fill Dr. Langholz's position. Gary Osweiler was elected caucus chair for the 2008-2009 year, succeeding James Thompson who rotated off the CVM Caucus.

New appointments have been completed in April 2009 for the 2009-2010 year. Membership in Veterinary Medicine Caucus, Councils and Chairs is shown in Table 1.

**Table 1: College of Veterinary Medicine:  
Caucus, Council and Committee Members 2009-1020**

<b>Faculty Senators – Vet Med</b>	<b>Department</b>	<b>Status</b>
Rodney Baker	At Large (VDPAM)	Elected 2008 (summer)
Claudia Baldwin	VCS	Continuing
Vlastislav Bracha	At Large (BMS)	Continuing
Tim Day	BMS	Continuing
Joe Haynes	VPath	Continuing
Chris Minion	VMPM	Elected 2008
Gary Osweiler	VDPAM	Continuing; Caucus chair 09-10
<b>Faculty Senate Council</b>	<b>Member</b>	<b>Status</b>
Academic Affairs	Vlastislav Bracha	Continuing
FDAR	Gary Osweiler	Continuing
Governance	Joe Haynes	Continuing
Judiciary & Appeals	Claudia Baldwin	Reappointed
RPA	Chris Minion	New appointment
<b>Faculty Senate Committee</b>	<b>Member</b>	<b>Status</b>
Appeals	Joe Haynes	Reappointed
Business & Finance	Mike Wannemueller	Reappointed
College & Dept. Review Committee	James McKean	New appointment
Facilities & Educational Resources	Gary Osweiler	New appointment
Governance & Documents	James McKean	New appointment
Honorary Degrees	Ricardo Rosenbusch	Reappointed
Information Technology	Alex Ramirez	New Appointment
Women & Minorities	Linda Thompson	New Appointment

The Council met twice in Fall semester. One meeting was with Dean John Thomson to discuss the interaction of the CVM Caucus with Veterinary Administration and to review the current efforts of the College of Veterinary Medicine in shared governance. The Dean reviewed the structure and function of the newly formed Priorities and Planning Committee (PPC). Membership of the PPC consists of the Dean's Cabinet, selected support staff, and the entire CVM Faculty Senate Caucus. All members of the

committee have equal vote in issues and these votes are advisory to the Dean. This year, the PPC was structured to include four subcommittees designated as Budget, Space, Organization and Strategic Planning. A synopsis of the purpose and function of the PPC and its subcommittees is in Appendix 1. PPC subcommittees have been active this year, and will report at the next PPC meeting scheduled for Friday May 1, 2009. The PPC typically meets 3 – 4 times yearly with additional meetings as needed or requested by Veterinary Administration.

A second activity requested specifically of the CVM Caucus was to review the College Governance Document and recommend updates or additions to procedures for choosing governance committee members and defining the selection and term of the Governance Committee chair. In spring semester schedule conflicts have limited the Caucus to one meeting at mid-semester. There will be a scheduled meeting of the Caucus with Dean Thomson on May 19, 2009.

CVM Caucus participated with a panel member (Osweiler) in the budget discussion held at the April 14, 2009 Faculty Senate meeting.

Respectfully submitted,  
April 27, 2009  
Gary Osweiler  
CVM Caucus Chair



**College of Human Sciences  
2008-2009 Faculty Senate Caucus Annual Report**

***Members of the College of Human Sciences Caucus***

*Margaret Torrie, Chair, HDFS reelected through 2012,*

*Dean Anderson, At Large 2009, reelected through 2012*

*Suzanne Hendrich, At Larger reelected through 2012*

*Mike Clough, Curriculum & Instruction, 2012*

*Mark Love, FSHN 2009.*

*Kevin Schalinske , FSHN elected through 2012*

*Stephen Porter, ELPS, through 2010*

*Ann Smiley-Oyen, Kinesiology, through 2011*

*Catherine Strohbahn, AESHM, through 2011*

**Activities in which the college caucus has been involved this year**

Monthly meetings with the interim dean of the college where ongoing agendas included a broad range of topics, some specific to departments and most others of general concern to the college. Topics covered included, NTE teaching assignments; focus on recruitment for teaching shortage areas, e.g., STEM, math and science, special education, family and consumer sciences; budget issues e.g. increasing faculty appointments in tenure and tenure track lines, summer school teaching budget, distance education profits, RMM financials returned to departments.

Involvement with the college governance committee in the preparation, review and adoption of the document. This document defined the responsibilities of the college caucus and the elected representative departmental membership of the college budget committee. The caucus chair served on the committee fall term until departmental elections were completed in February and senate involvement was established by a minimum of one faculty senator also elected to the committee. Dean Anderson serves in this role. Yet to be determined is the length of term for each budget committee member and the process to be used when members are not available due to extended leave or illness. The advisory function of the committee is yet to be established and the role of the representative senator relative to caucus interests.

Interview with the dean finalist candidate, Pamela White. This was an opportunity to ask questions and establish interaction with the finalist and provide feedback to the Dean's search committee in a formal manner.

Worked to secure committee representation on councils and committees.

Monitored the establishment of a voter eligibility list for electronic elections in the college. This has resulted in a vote for the college governance document, the 2009-2012 college at large senators, and the determination of a college core curriculum.

Respectfully submitted,  
Margaret Torrie  
4/24/2009

## College of Engineering Caucus Activities Report for 2008-09

- 1) Prior to the 08-09 academic year the college had no history of regular meetings and discussions between the dean and the caucus. As soon as I was elected caucus chair the first item on my agenda was to remedy this. I worked over the summer of 2008 to get the dean's office to understand the importance of these meetings so that when a new interim dean started at end of August we got monthly caucus meetings started by October. I set the agenda for these meetings and we had some good discussions.
- 2) The second item on my agenda was to remedy the fact that the college did not have any sort of college budget advisory group that included any faculty. The only group that had been used in the past was a group that consisted of all the department chairs. It took a bit of work to get the dean to understand why he should form such a group and that it should include significant faculty membership, including at least one faculty senator. By January the dean formed a RMM Advisory Committee which consists of 13 members, 4 of which are faculty, including 1 faculty senator. The formation of such a group was a success even if the group struggled to figure out its charge and scope in the few meetings it had.
- 3) Finally, the largest task the caucus took on was the revision of the college's governance document. As it turned out the current document was so lacking that a new one was written from scratch. I am happy to report that the new document was approved on April 24<sup>th</sup>, 2009. Since this was such a large task and in a compromise with the college administration's I worked on the revision of the governance document with a small committee that included myself, two other faculty senators, another faculty member (who is not a faculty senator) and one department chair. This group worked well together and the fact that we included an administrator turned out to be helpful when we had disagreements with the administration over specific items. We worked hard on this new document starting in September 2008. We allowed time for input from all college faculty, administrators and staff. In the end I believe we have a very good, comprehensive document that will serve the college well.

Presented by Martha Selby, 4/27/09