
Memo from the desk of:

Steven A. Freeman
Chair



DATE: 5/6/09

TO: Sedahlia Crase, Faculty Senate President

SUBJECT: Judiciary and Appeals Annual Report

Four faculty have formally submitted appeals to the Faculty Senate Committee on Appeals (FSCA) during the past year. Two of the appeals involved promotion and tenure decisions, one appeal involved a promotion decision, and one appeal involved a dispute between a faculty member and his administrators.

All of these appeals have been completed. In one of these cases, the FSCA recommended against the appeal. In this case the Provost agreed with the recommendations of the FSCA. In the other three appeals, FSCA found in aspects supporting the appeal, but in none of the cases did the FSCA fully recommend supporting the appeal request as filed. In all of three of the cases the Provost denied the appeal.

Besides the four appeals filed, I (as chair of the FSCA) have had formal conversations with three additional faculty concerning appeals and numerous informal conversations with faculty about their concerns and the appeals process.

In addition to the work conducted by the FSCA, the Judiciary and Appeals Council was also involved in a revisions of the Faculty Conducted Policy.

GOVERNANCE COUNCIL ANNUAL REPORT
FOR ACADEMIC YEAR 2008-9

The Governance Council of the Faculty Senate has three committees that report to it; namely, the Committee on Governance Documents (changed to Senate Documents Committee), the Committee on Committees, and the College and Departmental Document Review (CDDR) Committee. The Committee of Governance Documents considered many document changes for the Faculty Handbook and other items for the Council's business throughout the year, as shown in their report that is attached. The Committee on Governance Documents was chaired by Skip Walters. The Committee on Committees' responsibility was the appointment suggestions to fill the Senate's committees and liaison positions. The Committee on Committees also provided recommendations for reorganization and bylaws changes and made arrangements for the spring meeting (which was later cancelled). This committee was chaired by Arnold Van Der Valk. The Governance Council also had the responsibility of conducting the Senate's elections for filling completed or open terms, and other items of governance for the Senate.

The major topics of action for the Governance Council for the 2008-9 academic year were the following – note that these are only topical items (see the Council Minutes on the Faculty Senate website for more details and the attached reports of the committees):

- A significant item for the year was to commence the activities of the CDDR Committee – see their attached report. A checklist was developed by the committee, reviewed by the Governance Council and approved by the Senate.
- A request was made to PLAC to have links that are contained in the Faculty Handbook periodically reviewed. Jeff Sorenson returned an estimate of approximately \$900-\$1200 in costs, but no word has been received as to who will cover that cost, so it remains a requested item.
- A follow up was performed to place the final wording of the Research Policy into the Faculty Handbook – this item was handled by the Senate Documents Committee.
- A review of a proposed Communications Policy (received from PLAC) was forwarded to the EB which led to a posting for comment on the Senate website
- A renewal of discussions took place on proposed changes to the Open Meetings Policy in the Faculty Handbook. Coordination of this discussion took place with Paul Tanaka's office and other faculty the year before. The Governance Council voted to return a revised version to the Senate of the proposed change.
- The Senate Bylaws were changed to provide for electronic voting – this item was placed on the Senate Agenda for approval (as recommended by Clark Ford and developed by the Senate Documents Committee).
- The Senate Bylaws were changed to “Change name of Welfare and Benefits Committee to Faculty Compensation Committee” (as proposed by the Committee on Committees).
- The Senate Bylaws were changed in “Article VI, 2. B. 2. Committee on Governance and Documents. Recommendation: Change name to Committee on Senate Documents (three places on Page 15)”.
- Minor changes were made to the “Election letter” that is typically sent from the Senate office to the newly elected senators

- An ad hoc committee was appointed to investigate language for the Faculty Handbook to deal with “Academic Freedom” as it related to the Employment Verification Policy that had been passed by the Senate. Names were suggested for this ad hoc committee. Actions by this ad hoc group will need to continue.
- Work continues for revisions to the Policies and Procedures Manual to provide updates and to include the new edit policy and the style sheet for the Faculty Handbook.

Overall, the Governance Council had a very busy and productive year, as can be seen by the extensive list of accomplishments and activities listed above. More details on the items listed above can be seen in the Council’s minutes which are posted on the Senate Website and in the reports of the committees – see attached.

The report is respectfully submitted by:
Max Porter, Chair of Governance Council.

Active Members of the Council are:

Clark Ford,
Arnold Van Der Valk,
Joe Haynes,
Dan Loy,
Stephen Porter,
Michael Martin,
John Mayfield,
Tom Loynachan,
Skip Walter,
Pol Herrmann,
Susan Carlson, Ex-Officio

ATTACHMENT:

**College and Departmental Document Review (CDDR) Committee
2008/09 Annual Report**

1. Committee was appointed in the summer of 2008.
2. Established CDDR Homepage on Faculty Senate site
(<http://www.facsen.iastate.edu/GovernanceCouncil/CDDocumentReviewCommittee.htm>).
3. Worked on a resolution that college and departmental governance documents should be publically available through a link to the document web site provide to the Office of the Provost and the Faculty Senate. Approved by Faculty Senate 1/20/09.
4. Development a Checklist for governance document review that was approved by Faculty Senate 2/10/09.
5. Development a 4-yr timeline
(<http://www.agron.iastate.edu/~loynachan/gov/Schedule.htm>) for document review and have requested document URLs from colleges to begin the process.
6. Developed a review summary for use by CDDR committee members during reviews
(<http://www.facsen.iastate.edu/GovernanceCouncil/GovDocRevSum.pdf>).
7. Developed a master log for recording progress of the review process
(<http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog.htm>).
8. CDDR will begin review of departmental documents in 2009/2010.

Submitted 4/14/09
Tom Loynachan, chair

ATTACHMENT:

Senate Documents Committee
(formerly the Governance and Documents Committee)
Report: 2008-09 academic year

Members

Sedahlia Crase, Susan Carlson, John Mayfield, Jim McKean Gregory Palermo, Max Porter, Stephen Porter, Lita Rule, Skip Walter (chair), Kimberly Zarecor (substituting for Palermo)

Meetings held

October 16, November 3, November 17, December 1, March 2, also via e-mail.

Actions taken

- 1. Reviewed Charge to the Committee** (found in FS Bylaws, page 14 of March 9, 2004 revision included with Agenda; now replaced by page 15, April 15, 2008 revision). **Proposed** (not yet acted upon):
 - a. Remove sentence reading, “Periodically reviews college governance documents to advise the college faculty on currency and completeness.”
 - b. April 15, 2008 version says, in error: “Edits for style all resolutions and motions passed by the senate who are to be included in the Faculty Handbook.” The March 9, 2004 version is the correct statement, . . . “passed by the senate that are to be included . . . “
 - c. Where it appears, “non-substantive” should include the hyphen.
- 2. Links in FH.**
 - a. Committee proposed a disclaimer statement about responsibility for Faculty Handbook references to linked material. This was approved by FS and will be included in next FH.
 - b. The Policy Library Advisory Committee (PLAC) was been asked to monitor all changes in linked ISU policy statements. A cost estimate was obtained and this topic now rests with the PLAC.
- 3. Updates to FH.** Page 1, refers to a “Faculty Handbook Committee” (twice). That has been replaced by the “Senate Documents Committee.”
- 4. Smoke-Free Campus Policy** statement in FH was updated using the link to refer to state law.
- 5. Bylaws changes:**
 - a. to show committee name change of the Committee on Faculty Welfare and Benefits to the Committee of Faculty Compensation;
 - b. corrected wording in job-description of President-Elect.
- 6. Chapter 7 review:** OK except for a hanging comma at the end of 7.225.12 (placed on the change list for a future FH).
- 7. S07-12--Chapter 3.3.3 NTE Policy on Hiring and Reappointment** (under review).

8. S07-29—Chapter 8.3.1 Sponsored Funding of Projects: process completed, policy statement has been sent to Provost to be added to FH.

9. S08-2--Hiring Authority: under review.

10. S08-4--Employment Verification and Background Checks: GC has directed SDC to place in FH.

11. Export Policy: passed by FS, final review by SDC will occur pending acceptance by Provost and President.

12. Layout of 7.2.5.3.3: Format problems have been identified. A non-substantive change is to be recommended.

Report respectfully submitted:

C. K. Walter
4-22-2009

Faculty Senate Resource Polices and Allocations Council (RPA)

Annual Report – 2008-9

Members: Gregory Palermo (Chair), Mike Owen (CALs), Travis Sapp (Bus), Dean Anderson (CHS), Ricardo Rosenbusch (VetMed), John Jackman (Eng), Arnold Van der Valk (Compensation chair), Jack Girton (Research chair); LAS and Design seats were unfilled; Ex. Officio: Clark Ford

1. Meetings and Process:

The RPA met monthly with Executive Vice President and Provost Betsy Hoffman and budget program manager Dave Biedenbach. Principal issues pertained to budget policies, and development and allocation of resources as they pertain to broadly defined academic advancement of the university. This year, the focus has been on working with the office of the provost to implement the RMM process for FY10 and to manage budget reversions.

In addition, the council met monthly during the fall, and weekly during the spring semester to conduct other regular business, including review of committee work and development of policy proposals to the Senate.

2. Committee Work:

The following items were led and developed by the committees of the council:

- a) Export Policy (S08-21) – by the Research Committee; currently before the Senate
- b) Tenure Track Faculty Salary Report – by the Compensation Committee
- c) NTE Faculty Compensation Report – by the Compensation Committee
- d) NTE Faculty Compensation Guidelines – by the Compensation Committee; being developed for presentation to the Senate as a policy
- e) Research Policy Revisions (S07-29) – follow-up to last year's passage of the policy for implementation; by the Research Committee
- f) Re-established working relationship with VP of Business and Finance Warren Madden, and developed new liaison relationship with VP for Student Affairs Tom Hill.

3. Budget Policies and Allocations

The council developed two policy papers this year and anticipates one more:

- a) Guiding Principles for Budget Evaluation (S08-20) – passed by Senate; based upon guidelines and documents the RPA has been using (see RPA Report for 07-08), but now a formal policy of the Senate for use by all representatives of the Senate on budget committees.
- b) Evaluation and Recommendations regarding Externally Driven Cost Increases reported by the Administrative Service Centers (ASCs) (4/07/08)
- c) Evaluation and Recommendations regarding Responsibility Resource Center budget proposals (RRCs) (forthcoming)

4. Upcoming for Academic '09-'10

- a) Review council structure and mission mandate for the Business and Finance Advisory Committee, the IT Advisory Committee and the exploratory liaison relationship with Student Affairs with the objective of re-activating them, revising their missions *or* sunseting them.
- b) Continue to work with the office of the provost on budget development: the focus will be on a post-mortem on the development of FY10 Budget – the first full cycle of RMM implementation, and development of procedures, schedule and policies for development of FY11 Budget .
- c) Distribute Budget Development Evaluation Criteria to Senate representatives on ASC Budget Advisory Committees, and Senate participants on RRC advisory bodies. Build stronger working relationships among the representatives to the various budget advisory committees

Respectfully submitted,

Gregory Palermo, Council Chair
23 April 2009

Faculty Senate Academic Affairs Council Annual Report 2008-09

Council members: Suzanne Hendrich, Chair (2008-10)
Nancy Grudens-Schuck, Agriculture and Life Sciences
John Wong, Business
April Katz, Design
Greg Luecke, Engineering
Michael Clough, Human Sciences
Vlastislav Bracha, Veterinary Medicine
Representative from LAS, vacant
Geoff Abelson, Chair, Academic Standards and Admissions Committee
Jim Thompson, Chair, Faculty Senate Curriculum Committee
Dave Holger, Associate Provost, Ex Officio

The Council approved revision of Faculty Handbook Section 10.2, Admissions requirements, and an automatic waiver of international perspective requirement for US military veterans who have served overseas, both of which were approved by the Faculty Senate.

The Council discussed revision of Faculty handbook section 10.8, Curriculum; these discussions are ongoing. The Council also discussed approaches to enforcing course prerequisites, but decided that this was best left to individual departments or programs to work out procedures with the Registrar. Custom textbooks and issues with students being able to resell these was also discussed, but no decision was made.

The Council approved revisions for the 2009-2011 Catalog.

The Council approved numerous program discontinuations, name changes, minors, certificates and majors and sent those changes forward to Faculty Senate Executive Board and Faculty Senate. These changes included:

- Discontinuation of the M.S. degree in Veterinary Diagnostics and Production Animal Medicine.
- Wildlife Ecology M. S./Ph. D. graduate program merger/name change.
- New Ph.D. program in Communication of Science, Technology and Risk.

FDAR Council Annual Report Academic Year 2008-2009

April 22, 2009

FDAR Council 2008-09

Chair, Ann Marie VanDerZanden

AGR, Andrew Manu; BUS, Rob Ruben; DES, Francis Owusu; ENG, Martha Selby; HSC, Ann Smiley-Oyen; LAS, Mark Hargrove; VET, Gary Osweiler; Recognition & Development Committee, Heimir Geirsson; Women & Minorities Committee, Tanya Zanish-Belcher; Faculty Senate President, Clark Ford; Provost Office, Susan Carlson

The FDAR Council met officially 12 times this year, and via email a number of additional times.

Major Issues Addressed

August through December 2008 the Council spent a significant amount of time reviewing and modifying the Faculty Modified Duties Assignment policy (FMDA). It was finally presented to the Faculty Senate at the November 4, 2008 meeting for the first time and brought back to the Senate floor for the second time on December 9, 2008. It was approved by the senate at the January 20, 2009 meeting.

October-November the Council worked with a representative from the Animal Science department to modify their proposal for an Adjunct Instructor position. The proposal was approved by FDAR and presented to the Faculty Senate on December 9, 2009. It was approved at the January 20, 2009 Senate meeting.

The Council reviewed the Protection of Children in the Workplace policy, made modifications and presented it to the Faculty Senate February 10, 2009, and it was approved at the March 10, 2009 Senate meeting.

Beginning in December 2008 and continuing through May 2009 the Council has been discussing and developing a tuition scholarship proposal for dependents of faculty members. This is an ongoing project and the Council will continue refining the proposal in AY 2009-10.

Respectfully submitted by,



Ann Marie VanDerZanden
FDAR Council Chair
vanderza@iastate.edu