

Faculty Senate Academic Affairs Council Annual Report 2009-10

Council members: Suzanne Hendrich, Chair (2008-10)
Robert Martin, Agriculture and Life Sciences
Sangeev Agarwal, Business
April Katz, Design
Greg Luecke, Engineering
Michael Clough, Human Sciences
Vlastislav Bracha, Veterinary Medicine
Brad Dell, LAS
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 10.8, Curriculum to reflect new approval policies for academic program discontinuation.

The Council also discussed a request from the Government of the Student Body (GSB) to make student course evaluation data public. The Council was not in favor of this proposal, but will continue to discuss ways to better inform students about how their course evaluation data is used to improve courses.

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:

Master of Engineering in Information Assurance
Master of Engineering in Civil Engineering
Master of Engineering in Materials Science
Master of Industrial Design
Bachelor of Industrial Design
Master of Landscape Architecture
Master of Science in Architecture
Masters of Science in Landscape Architecture
Bachelor of Science in Event Management
Bachelor of Science in Supply Change Management (merger of two existing majors)
Minor in Critical Studies in Design
Minor in Engineering Sales
Changes of names of majors in Apparel, Educational Studies and Hospitality Management
Change of department name of Logistics, Operations and Management Information Systems to Supply Chain and Information Systems
Discontinuance of M.S. in Business

The following programs were approved to be sent to Academic Standards and Admissions Committee for review of course grade requirements.

Minor in Kinesiology
Minor in Exercise Science
Minor in Health Promotion

Under continuing discussion for 2010-11:

Bachelor's in Engineering Technology, Information and Computer Engineering Technology.

Possible further changes to Section 10.8.

FDAR Council Annual Report Academic Year 2009-2010

April 22, 2010

FDAR Council 2009-10

Chair, Ann Marie VanDerZanden

AGR, Andrew Manu; BUS, Rob Ruben/Tony Townsend; Lilligren, Ingrid; Design, Martha Selby; HSC, Ann Smiley-Oyen; LAS, Mark Hargrove; VET, Gary Osweiler; Recognition & Development Committee, Heimur Geirsson; Ingrid Lilligren, Women and Minorities Committee; Faculty Senate President, Arnold Van der Valk; Provost Office, Susan Carlson

The FDAR Council met officially 6 times this year, and via email a number of additional times.

Major Issues Addressed

August 2009 through April 2010 the Council spent a significant amount of time reviewing and developing a set of recommendations for action based on the Non-Tenure Eligible Taskforce Report which was completed in spring 2009 and the FDAR Council received in August 2009. The Council submitted a list a 3 recommendations as well as a draft of language for a College Level Responsibility Statement to the Executive Board on March 29, 2010. It was discussed at the April 6, 2010 Executive Board meeting and the Executive Board will decide how to proceed with the recommendations.

The Council will continue work from previous efforts (December 2008 - May 2009) on discussing and developing a tuition scholarship proposal for dependents of faculty members. Due to the budget situation at ISU this year the Council did not pursue this project during this academic year, however it is an ongoing project and the Council will continue refining the proposal in AY 2010-11.

Respectfully submitted by,



Ann Marie VanDerZanden
FDAR Council Chair
vanderza@iastate.edu

Memo from the desk of:

Steven A. Freeman
Chair



DATE: 4/22/10

TO: Arnold Van Der Valk, Faculty Senate President

SUBJECT: Judiciary and Appeals Annual Report

Three faculty formally submitted appeals to the Faculty Senate Committee on Appeals (FSCA) during the past year. Two of the appeals involved promotion and tenure decisions and one appeal involved a non-renewal of a lecturer.

All three have been completed. In two of these cases, the FSCA recommended against the appeal. In one case, the Provost agreed with the recommendations of the FSCA and in the other, the President agreed with the recommendations of the FSCA. In the third appeal, FSCA found aspects supporting the appeal, but the FSCA did not fully recommend supporting the appeal request as filed. In this case, the FSCA recommended an alternative solution to the appeal. The Provost did not agree with the FSCA recommendations and denied the appeal.

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

Finally, this spring, we have an appeal that has just been filed by a group of faculty concerning the budget reduction process. This appeal has been accepted by the FSCA and we are awaiting confirmation of the ad hoc investigative committee and for a response from the appellees.

GOVERNANCE COUNCIL ANNUAL REPORT **FOR ACADEMIC YEAR 2009-10**

The Governance Council of the Faculty Senate has three committees that report to it; namely, the Committee on Senate Documents, the Committee on Committees, and the College and Departmental Document Review (CDDR) Committee. The Committee of Governance Documents considered several document changes for the Faculty Handbook and other items for the Council's business throughout the year. 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, and also made arrangements for the spring conference. This committee was chaired by Mike Owen. 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 deal with changes in the Faculty Handbook surrounding Section 3.4 and related sections in order to address procedures for potentially laying off faculty for departments that may be closed. This activity and its subcommittee (under the direction of Steve Porter) consumed a large amount of time and many extra meetings. The Council should be commended for the extra hard work in dealing with these issues. The Council also review all the amendments and addressed several issues related to this topic.
- The activities of the CDDR Committee in review the governance documents has made good progress in only its second year of operation. A revised checklist was promulgated by the committee, reviewed by the Governance Council and approved by the Senate. The Committee also made changes in the "Best Practices" topics to the Checklist.
- A previous request had been 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 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 approved the change.
- 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, since there was not time to do this item this year.

- Work needs to continue 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 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.

The report is respectfully submitted by:

Max Porter, Chair of Governance Council.

Members of the Council are:

Arnold Van Der Valk,

Andrew Hillier

Joe Haynes,

Dan Loy,

Stephen Porter,

Michael Martin,

John Mayfield,

Tom Loynachan,

Skip Walter,

Pol Herrmann,

Mike Owen,

Ken Stalder,

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