Faculty Senate Academic Affairs Council Annual Report 2010-11

Council members: Suzanne Hendrich, Chair (2010-12)
                    Robert Martin, Agriculture and Life Sciences
                    Sangeev Agarwal, Business
                    Paul Anderson, Design
                    Greg Luecke, Engineering
                    Michael Clough, Human Sciences
                    Vlastislav Bracha, Veterinary Medicine
                     Brad Dell, LAS
                    Lee Burras, Chair, Academic Standards and Admissions Committee
                    Ann Marie Vanderzanden, Chair, Faculty Senate Curriculum Committee
                    Dave Holger, Associate Provost, Ex Officio

The Council approved revision of Faculty Handbook Section 10.8.1, on academic program approvals to require consultation from related programs but not their approval. If a related program objects to a new proposed program, that documented objection is to be forwarded with the program proposal for Faculty Senate's action.

The Council approved a new Outcomes Assessment committee, that will report to Academic Affairs Council; the chair of that committee will be a member of the council. By-laws changes to support this were also proposed, likely to be approved at the May 3 Faculty Senate meeting.

The Council discussed revising dead week and final exam schedule policies but no action was taken. The Council also discussed revised deadlines for catalog copy with the new one-year catalog cycle, and deferred action to faculty Senate Curriculum Committee. The Council informally recommended that policies regarding priorities for assignment of classroom space should be clarified.

The Council worked with the Associate Provost to harmonize the descriptions of academic program approval and discontinuation procedures that appear on the Provost and Faculty Senate Curriculum Committee websites.

The Council approved numerous academic program changes and sent those changes forward to Faculty Senate Executive Board and Faculty Senate. These changes included:

Bachelor of Design
Post-baccalaureate Undergraduate Certificate in Studio Arts
Undergraduate Minors
        Kinesiology
        Exercise Science
        Health Promotion
        Sustainability
Changes of names
        Women's and Gender Studies
        Sport and Recreation minor

Under possible continuing discussion for 2011-12:
        Bachelor's in Engineering Technology, Information and Computer Engineering Technology.

FDAR Council Annual Report Academic Year 2010-2011

April 21, 2011

FDAR Council 2010-11

Chair, Ann Smiley-Oyen, HS
Andrew Manu, AGR; Tony Townsend, BUS; Joe Meunch/Paul Bruski, DES; Martha Selby, ENG; Loreto Prieto, LAS; Linda Thompson, VET; Heimir Geirsson, Recognition & Development Committee; Kristen Constant, Women and Minorities Committee; Dawn Bratsch-Prince, Provost Office; Michael Owen, Faculty Senate President

The FDAR Council met five times this year, as well as via email.

Major Issues Addressed
In the prior academic year the Council submitted to the Executive Board a list of three recommendations regarding the Non-Tenure Eligible Taskforce Report as well as a draft of language for a College Level Responsibility Statement. The Executive Board asked the Council to revisit the proposal after gaining additional feedback. Smiley-Oyen and Faculty Senate President Own met with the Deans Council to discuss the recommendations. Members of the FDAR also received feedback from chairs and other faculty. The policy was revised accordingly, approved by FDAR, presented to the Executive Board, and ultimately approved by the Faculty Senate at the December 7th Faculty Senate meeting.

In January we re-started last year's conversation regarding the development of a tuition scholarship proposal for dependents of faculty members. The FDAR Council approved a Dependent Tuition Scholarship policy proposal and sent it to the Executive Board for consideration at the April 12th Executive Board meeting.

Respectfully submitted by,

Ann L. Smiley-Oyen
FDAR Council Chair
asmiley@iastate.edu

GOVERNANCE COUNCIL ANNUAL REPORT
FOR ACADEMIC YEAR 2010-11

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 and John Jackman. 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 Steve Freeman. Additionally, the Governance Council 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 2010-11 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):

Several significant Faculty Handbook modifications were developed from Governance Council actions and include the following:
- Revised Section 10.8 to remove the table of required approvals and move to section 2.8 for Policy for Renaming Academic Units
- Revised Section 5.7 Evaluation of Central Administrators (adding additional Vice Presidential Offices)
- Updated Faculty Conduct Policy (Section 7 of the Faculty Handbook) to include Unacceptable Performance of Duty (7.2.2.5.1)
- Made revisions to Post Tenure Review Policy (Section 5.3.5) of the Faculty Handbook
- Revised Section 5.2.1.3 of the Faculty Handbook essentially eliminating language referencing Early Tenure and allowing faculty to apply for tenure when they feel criteria are met.
- Using the FDAR report to the Faculty Senate on NTE Faculty, revisions to Section 3.3.2.1 requiring monitoring and justification when NTE faculty percentages are above predetermined levels.

The Council should be commended for the extra hard work in dealing with issues related to the complex topics including Post-Tenure review and Unacceptable Performance of Duty.

The activities of the CDDR Committee in review the governance documents from ISU Colleges and Departments has made continued progress. This committee is its third year of operation. Chair, Tom Loynachan and the rest of the CDDR committee should

be commended for their critical review and revision recommendations to numerous governance documents reviewed this academic year.

Changes to the faculty handbook continue to occur. An updated version of the faculty handbook was made available in January 2011. Skip Walter, outgoing chair of the Senate Documents Committee reviewed the entire Faculty Hanbook to ensure that references made to particular administrative offices and positions were adhered to style and form within the document. Chairman of the Senate Documents Committee Skip Walter took advantage of the retirement program and was replaced by John Jackman for the Spring 2011 semester. At the end of the Spring 2011 semester, Martha Selby has agreed to Chair the Senate Documents Committee for the 2011-12 year.

The Governance Council oversaw another successful election of senators and of committee chairs and appointments to the Athletic Council. 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:

Ken Stalder, Chair of Governance Council.

Members of the Council are:
Monica Bruning,
Steve Freeman,
Pol Herrmann,
Jesse Hosteltter,
John Jackman,
Tom Loynachan,
John Mayfield,
Mike Owen,
Max Porter,
Gary Taylor,
Skip Walter,
R. Chris Williams,
Jack Girton (Ex-Officio – AAUP)
Dawn Bratsch-Prince (Ex-Officio - EVPP)

College and Departmental Document Review (CDDR) Committee
2010/11 Annual Report

1.	Committee was appointed in the summer of 2008.
2.	CDDR is reviewing governance documents on a four-year cycle (http://www.agron.iastate.edu/~loynachan/gov/Schedule.htm); starting with college documents. CDDR hopes to finish all college documents this year. CALS is the only college document remaining (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog.htm). Slowness for the CALS review was due to personnel change in CDDR and not related to CALS or the availability of their documents.
3.	Departments within CALS, Business, and Design now fairly complete in review except where governance documents are being revised or mergers are occurring (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog09.htm).
4.	Initiated the review of departments with the colleges of Engineering, Human Sciences, and Vetinary Medicine fall 2010. About one-half of these documents have now been reviewed (as of 4/18/11) (http://www.agron.iastate.edu/~loynachan/gov/GovDocMasterLog10.htm).
5.	Scheduled for review next year are departments in LAS.
6.	CDDR maintains the links for college and departmental governance documents at (http://www.agron.iastate.edu/~loynachan/gov/GovDocURLs.htm).
7.	CDDR is in the final stages of review (document dated 4/16/11) of four (4) suggestions for changes to the Faculty Handbook. After approval, these, or a modified version, will be submitted to the Governance Council for action.

These are suggestions on needed changes to the *Faculty Handbook* coming from the College and Departmental Document Review Committee. The Senate Documents Committee will be asked to review the desired language and location in the *Faculty Handbook*.

1)	Move this item from current best practices (#12) to the *Faculty Handbook*. **College governance documents should include these items required by the Resource Management Model:**

> a) **Each dean shall have a budget advisory council/committee with significant faculty membership, including at least one faculty senator. The governance document should describe the membership of the college's budget advisory committee.**
> b) **The dean will communicate to members of the college annually of college goals, priorities, planning, and budget.**

2)	New item to be added to the *Faculty Handbook* (some of these concepts may currently exist but language should be added to college and departmental documents alerting the reader that these lower-level documents are not the final authority). **Governance documents for various bodies of faculty have been developed by representative members of the faculty. Faculty members are affected by and should be familiar with the governance documents of the Faculty Senate, their college, and their department. The college document should comply with the**

university document (i.e., this *Faculty Handbook*), and the departmental document should comply with the college document. In cases where conflicts exist among department, college, and university documents, the higher-level governance document prevails. The rules and regulations of higher-level documents are still in effect even if absent from the lower- level document, and language to that effect should be found in college and departmental documents.

3)   New item to be added to the *Faculty Handbook* (many college and departmental governance documents do not mention appeal and grievance procedures). CDDR feels these procedures should specifically be outlined in college and departmental governance documents or mention made to a higher-level document about appeal and grievance procedures.
College and departmental governance documents will describe appeals and grievance procedures for faculty in their units. The document will specifically address the procedure and process for mediation of cases where a Position Responsibility Statement cannot be agreed upon. If a college or department follows higher-level grievance and appeals procedures instead of developing their own processes (e.g., a department following college procedures, or a college following university procedures) this needs to be explicitly stated in the governance document.

4)   This new item is needed for clarification when preambles and appendices occur as part of governance documents.
Governance documents may contain both a preamble and appendices that provide context and additional information relevant to the document. A preamble, if included, is for information purposes only, and is not considered as a binding part of the governance document. Appendices may also be included with a governance document. The document needs to clearly state whether or not any appendices are considered a binding part of the governance document. This statement is usually given in the introductory sections of the governance document.

Submitted 4/18/11
Tom Loynachan, chair

April 5, 2011

TO: Mike Owen, Faculty Senate President

FROM: Dean Anderson, Chair, Faculty Senate Judiciary and Appeals Council

RE: **Judiciary and Appeals Annual Report**

Three appeals were submitted to the Faculty Senate Committee on Appeals (FSCA) during the past year. All three appeals have been completed.

One appeal was from a group of faculty appealing the proposed size of budget reductions to their department by college deans. The FSCA found that the proposed budgets reductions were neither arbitrary nor capricious. The Provost agreed with the findings of the FSCA. Another appeal concerned a contract termination of a faculty person in a clinician position. The FSCA concluded that the decision not to renew was neither arbitrary nor capricious. The Provost agreed with the findings of the FSCA. Lastly, there was an appeal concerning the amount of a FISIP salary increase. The FSCA supported part of the salary dispute appeal and the Provost accepted the FSCA's findings.

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

Faculty Senate Resource Polices and Allocations Council (RPA)
Annual Report – 2010-11

<u>Members</u>: Gregory Palermo (Chair & Des), Dan Loy (CALS), Travis Sapp (Bus), Kevin Schalinske (CHS), Chris Minion (VetMed), John Jackman (Eng), Arnold Van der Valk (Compensation chair), Kan Wang (Research chair), Mike Owen (Business and Finance chair; president), Andy Hochstatler (LAS), Ex Officio: Steve Freeman (president-elect)

1. Meetings and Process:

The RPA met monthly during the fall, and twice monthly during the spring semester with Executive Vice President and Provost Betsy Hoffman, and assistant vice president Ellen Rasmussen. The RPA provides advisory recommendations to the provost pertaining 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 to develop the FY12 budget, and planning for potential state funding reductions.

a) In addition, the council met monthly during the fall, and twice monthly during the spring semester to conduct other regular business, including review of committee work and review of budget policy proposals, drafting responses to various issues. Agendas for the meetings are on the Faculty Senate website.

2. Committee Work:

The following items were led and developed by the committees of the council:
a) Continued faculty compensation analysis -- by the Committee on Compensation Arnold van der Valk, chair.
b) Continued to establish working relationship with VP for Student Affairs Tom Hill (Ad hoc Committee on Student Affairs; Mike Owen, chair).
c) Committee on Research Planning and Policy worked with VP Research Sharon Quisenberry, under the leadership of chair Kan Wang on a number of issues including: ISURF director search; ISU Publication Endowment fund and Subvention Grant Program improvement; Center/Institute evaluation system and guidelines; Issues related to IRBs, Industry contracts, MTAs and germplasm licenses; A.O.B.

3. Budget Policies and Allocations

a) The council developed several written advisory memos to the provost this year:
   ~ Salary Policy, 11/07
   ~ Salary Policy II, 12/05
   ~ Administrative Service Centers (ASC) Enhancement Requests, 3/08
   ~ ASC Enhancement Requests II, 4/7
   ~ RMM Review Process for Academic '11-'12, 4/21
b) Provided evaluation and recommendations regarding Externally Driven Cost Increases reported by the Administrative Service Centers (ASCs)

4. Upcoming for Academic '11-'12

John Jackman will chair RPA; new representatives include Kimberly Zarecor (Design); Tony Townsend, incoming chair of the Compensation Committee, will also be a voting member of the RPA.

a) Continue to work with the office of the provost on budget development: monitor budget issues and actual to plan of FY12 Budget – the third full cycle of RMM implementation, and development of procedures, schedule and policies for development of FY13 Budget. This includes advisory input to the following:
~ tuition policy (HEPI targets; market elasticity; financial aid set aside; student and SCH forecasts, etc.)
~ salary and benefits policies (FY13 salary policy, benefits revisions, any further retirement incentive programs, funding pool, etc.)
~ policies for strategic enhancements/reductions for Administrative Service Centers, and colleges (guidelines and criteria that augment the basic Institutional Excellence Fund and Resource Management Fund guidelines; typically these will be differentially applied)
~ FY13 planning proposals by budget units
~ bridge funding criteria (if any)
~ left field impacts (e.g., budget reversions)
b) 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* sunsetting them.
c) Continue the work of the Committees on Compensation and Research.
d) 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
28 April 2011