

**CSU FACULTY SENATE
MEETING MINUTES
Tuesday, December 3, 2013
Library Auditorium**

ATTENDANCE: Justin Akujieze, Elizabeth Arnott-Hill, Phillip Beverly, Robert Bionaz, Judith Birgen, Patrice Boyles, Emmett Bradbury, Sarah Buck, Tollie Carter, Jane Crossley, Miguel Fernandez, Tonya Hall, Soo Kang, Ann Kuzdale, Azungwe Kwembe, Crystal Laura, Ben Liu, Bryon Martin, Gebeyehu Mulugeta, Paul Musial, Mohammad Newaz, Vincent Osaghae, S. Paintal, William Jason Raynovich, Alesia Richardson, Douglas Thomson, Elizabeth Wittbrodt, Chyrese Wolf

GUESTS: Derrick Collins, Philip Cronce, Robin Hawkins, Angela Henderson, Karel Jacobs, David Kanis, Pancho McFarland

I. CALL TO ORDER at 12:35

Phillip Beverly, presiding

Meeting recorded by Elizabeth Arnott-Hill & William Jason Raynovich

II. APPROVAL OF MINUTES

MOTION	VOTE
That the minutes for November 21 are approved with minor corrections.	Vote: Approved Yes: 13 No: 1 Abstain: 1

III. ANNOUNCEMENTS

- A. PEC Meeting – December 4, 2013
- B. Provost Council – December 4, 2013
- C. Regular Senate Meeting – January 14, 2013
- D. Fall Commencement – December 19, 2013
- E. Board of Trustees Meeting – December 13, 2013

IV. OLD BUSINESS

Dr. Beverly reported that actions items from last meeting were accomplished.

V. NEW BUSINESS

Robin Hawkins – Policy Development Process

Ms. Hawkins reported that the former policy process was not standardized. With input from various stakeholders, Ms. Hawkins and her committee have proposed a new policy development process.

Handouts were distributed and Ms. Hawkins gave an overview of the process. She asked for questions or concerns. Dr. Buck asked that new policies and their postings on the website be broadcasted by email update, and Ms. Hawkins agreed.

Senators requested examples of policies that might go through such a process. The athletics attendance policy was used as an example. It was clarified that the committee will only review policies that are university-wide.

There was a concern that Faculty Senate is not represented in the process. Ms. Hawkins noted that the tracking form for the policy will always include relevant stakeholders, including Faculty Senate and Senate committees.

Information was also requested regarding the President's role in steps 1 and 5. Ms. Hawkins clarified that the President did have veto power for policies at both steps. She also indicated that the President would have to go through the same process if he proposed a new policy, though there would be no one to "veto" at steps 1 and 5.

Suggestions were made to include a time frame for policy review, a more detailed revision procedure, and to note exceptions such as committee and departmental by-laws. There were additional concerns about the definition of a policy, and Ms. Hawkins agreed to take a look at the specific definition with her committee.

She also requested any additional feedback to be directed to rhawkins@csu.edu.

IV. COMMITTEE REPORTS

A. Shared Governance: Dr. McFarland

Dr. McFarland had no new information to report, but asked for Senators to contact him with questions or issues that should be taken up by the committee.

B. Rules and Operation

There is no current chair for the committee, but Dr. Beverly requested Dr. Thomson to see him after the meeting to discuss the committee's status.

C. Library: Dr. Kuzdale

The committee met twice this month. At one of the meetings, they met with Dr. Darga and discussed the senior thesis mandate and its impact on the library. Dr. Kuzdale reported that the library is only funded as an undergraduate library, not a research library. The committee has concerns that the library does not have the resources to support the number of theses that the university will produce in the coming years.

The Provost noted that the university community has access to iShare, and that it might help to address gaps in the library’s resources. Senators express concern that iShare does not include database access on CSU’s campus and individual departments have had to purchase this access.

Dean Kanis informed the Senate that the reference librarian can access any of UIUC’s resources at a faculty member’s request.

D. Buildings and Grounds: Dr. Jacobs

Dr. Jacobs requested any issues to be emailed to her. She indicated that Physical Facilities has worked well with the committee to care for the grounds. She also reported that a recycling grant was submitted and that the administration offered to provide matching funds to pilot a campus recycling program.

She also reminded the Senate that a number of trees will need to be removed due to the infestation of the emerald ash borer and that the committee is working on replanting plans. A “tree campus” grant will be submitted in the future.

E. Academic Affairs: Dr. Buck

Dr. Buck reported that Dr. Rowan attended the last committee meeting to express concerns about grade submission. The committee drafted a statement for publication in the faculty handbook (appended).

Dr. Birgin suggested a one-semester limit instead of a one-year limit. Senators affirmed that students deserve grades in a timely fashion and that the administration should also form a policy for handling outstanding grades. The Provost noted that the academic affairs committee was consulted in order to include faculty in the process.

MOTION	VOTE
That the Senate accepts the statement from the academic affairs committee with the amendment of one semester instead of one year. Moted: Dr. Bionaz Seconded: Dr. Raynovich	Vote: Approved Yes: 25 No: 2 Abstain: 0

MOTION	VOTE
That the minutes reflect Dr. Cronce’s remarks (below). Moted: Dr. Buck Seconded: Dr. Birgin	Vote: Approved Yes: 21 No: 3 Abstain: 1

Dr. Cronce suggested that the administration also develop a statement about the actions taken when grades are not posted.

F. EXCOM: Dr. Beverly

Dr. Beverly announced that the administration would like to provide tutors for every discipline. If your department or program needs tutors, please ask the student learning center.

There are concerns regarding the University Accreditation Steering Committee. Specifically mentioned was the fact that both co-chairs are untenured. Senators expressed concern about the process for appointing the chairs. Dr. Henderson clarified that the administration asked for nominations and the overall accreditation steering committee appointed the co-chairs. Senators asked to discuss the issue at another time.

The administration requested that the Faculty Senate exhibit more leadership on campus. Senators asked for examples of failures to provide leadership, and Dr. Beverly indicated that none were given.

Dr. Beverly suggested that, in order to provide more leadership, faculty engage in curriculum review every year. Dr. Buck indicated that curriculum review is not the responsibility of the Academic Affairs committee. She also noted that the PME process and other yearly measures are covering curriculum review. There was no recommendation for a yearly curriculum review.

Dr. Potluri will be invited to speak to the Senate on the issue of performance-based funding. At the suggestion of a Senator, Dr. Harrington will also be invited.

Dr. Beverly informed the Senate that there was an issue regarding the recordings of meetings. The issues have to do with the Board of Trustees and will be brought up at the January meeting.

G. Provost: Dr. Henderson

Dr. Henderson informed the Senate that she has met with the Executive Committee twice and thought the meetings were very productive. She made a formal request that faculty attend university-wide activities and mentioned the Saturday graduation dinner with low faculty representation. She also discussed the early-warning system and how to make it more effective.

Dr. Henderson reported that the website information has been updated with current senators and minutes. Also, she has the names of all current faculty senators. She reported that there was a discussion with the EXCOM about the bylaws and the new bylaws.

Senators asked questions about the administration's concern with the Faculty Senate constitution. Senators asserted that the constitution was a Senate issue, not an administrative issue. After discussion, Dr. Henderson reasserted that she is making a request that the constitution and by-laws be resubmitted to the President.

VII. NEXT SENATE MEETING: January 14, 2014 from 12:30-2 PM, NAL Auditorium

VIII. MEETING ADJOURNED: 2:35 PM by Phillip Beverly

Draft Grade Submission Statement: Academic Affairs Committee

The Academic Affairs Committee of the Faculty Senate wishes to reemphasize the importance and centrality of reporting student grades in a timely manner in service to our students and the University.

In the event of extraordinary illness, incapacity or other concerns, the department chair, in consultation with the faculty member, will work to resolve any outstanding grade within one calendar year of the grade's original due date.