

Report from Ad Hoc Committee on Faculty Senate Action

Committee members present: Vann Scott, Chair, Ana Torres, and Rhonda Bevis

Committee member absent (excused): Beth Childress

Guest: Senate Pres. Robert LeFavi

Committee met on 8/27/2010 to take charge from Senate Pres. Robert LeFavi.

Charges communicated to: Ad Hoc Committee on Senate Action:

- Provide a detailed inventory of all Senate actions from 2008 to present, identifying them as Bills or Resolutions, and providing the present disposition of such action and any subsequent constitutional changes brought about by such action;
- Assess the present system of senate action responses and make recommendations for changes;
- Evaluate the need for an ongoing committee to regularly report to the Senate the disposition of senate action.

After discussing the charges to the Committee, the Senate Pres. dismissed himself so that we could begin our work. Members present at the initial meeting worked together to account for the status of all motions, resolutions, and bills that have moved through the Faculty Senate of Armstrong (AASU) in the past 2 years of its existence. 33 motions, 9 resolutions, and 1 bill were accounted for totaling to 43 items in all. Each of these items is numbered using a 3 letter abbreviation followed by a compound seven digit number that describes the name and sequential number and academic year of the item. [Example FSM 020.09/10 is a Faculty Senate Motion numbered sequentially 020 and enacted in the 2009/2010 academic year.]

Of the 43 items, 13 items were signed and approved by the President of the University and have been routed to the Senate Secretary for posting to the Senate web site (Table 2).

Of the 43 items, 13 were curriculum items that had no clear indication of their final disposition (see Table 3 for full list). These were routed to one of the members of the committee, Beth Childress, who will follow-up with Phyllis Panhorst and the University Registrar to determine that all curriculum items have been properly enacted, adopted, and reflected as parts of the University Catalogs (Undergraduate and Graduate) as well as the Banner system. Once Ms. Childress determines the fate of these items, a notation of the results of her inquiry will be formalized by the Ad Hoc Committee and these items, along with the resulting notation will be forwarded to the Secretary of the Senate for formal sharing with the larger University community through the Faculty Senate web site.

Of the 43 items, 10 were found to have no presidential action page on the item to document its disposition so these were forwarded to the Secretary of the Senate so that a proper routing form could be affixed to each and then these items will be routed to the University President's office via Senate President Robert LeFavi at the earliest opportunity for review and appropriate action (see Table 4 for a complete list of these items).

Of the 43 items, 7 items were deemed by the Ad Hoc Committee on Senate Action to require additional action by members of various Senate Committees or by various Standing Committees of the Senate. These items directed to the appropriate committees for additional action. Details of the dispositions of those items are described in Table 5.

During the rendering of the charge of the committee, Senate President Lefavi indicated that the procedure for future items coming before the Senate is to label each item as either a *Bill* or as a *Resolution*. It was suggested to the committee and supported by those present that the two types of Senate items should have distinct cover sheets and routing forms and procedures. Specifically, in the case where the Senate is sharing information only and no action is required (henceforth called a Faculty Senate Resolution; FSR), a cover form must be signed by the University President to acknowledge the transfer of the information and to provide the University President a mechanism to provide optional feedback to the Senate on the resolution, if desired. In the case where the Senate is asking that some entity (e.g., the Faculty, Registrar, University President, a specific committee, etc.) to take action, the item will be called a Faculty Senate Bill and a different cover sheet will be attached with routing information included on the form to designate the University President’s action on the item (either *Approve*, *Disapprove*, or *Remand*) with additional space for comments regarding the chosen action. Finally, the cover sheet will include a number of lines for properly indicating the most immediate disposition/status of the Bill (i.e., a routing form that allows the progression of the Bill from one entity to the next to be tracked with clear instructions regarding what is to be done with the Bill once it leaves the previous entity). The Ad Hoc Committee for Senate Action will work with the Senate Secretary to develop these forms.

Table 1. *Summary of types of Faculty Senate Items*

Item	Description	Action by University President
Resolution	Transmittal of information only (e.g., opinion or statement or clarification) that requires no further action	No action required but optional comments are welcomed.
Bill	Request for some specific action (e.g., policy change, investigation, provision of additional information, etc.)	Requests specific designation of <i>Approved</i> , <i>Disapproved</i> , or <i>Remanded</i> . Explanation of action is requested. In the event the President of the University does not act on the item within 30 days, an explanation is to be provided.

Respectfully submitted on September 20, 2010 to the Faculty Senate by,

Vann Scott, Chair
Ad Hoc Committee on Senate Action

Tables 2-5 describe Status of Past and Present Senate Motions, Resolutions, and Bills as of 09/13/2010

Table 2. *Items directed to Secretary of Senate for posting to the Senate web site.*

Status	Item number	Description
To Senate Secretary for web site posting	FSM 002-007, 010-012, 026	Mostly curriculum items that were signed by University President
“	FSM 033	Request that University President call meetings of the full faculty semi-annually
“	FSR 006	Furloughs
“	FSB 034	Senate votes do not require approval of minutes before action can be taken on those items (meant to expedite the efficiency of Senate actions)

Table 3. *UCC items*

Status	Item number	Description
With Ms. Beth Childress for review by Phyllis Panhorst (catalog editor and UCC minutes taker) and Registrar	FSM 001, 009, 013, 020-025, 027-028, 031-032	UCC items to be verified with Registrar

Table 4. *Items identified as in need of proper routing form and redirect to the President's office*

Status	Item number	Description
Routed to Senate Secretary for cover sheet and then to University President's office	FSR 001-005, FSM 014, 016-019	More detail will be posted regarding these once they are reviewed by the University President.

Table 5. *Items with additional action requested by President of the University*

Status	Item Number	Information	Ad Hoc Committee on Senate Action's disposition
Remanded	FSM 008	Bylaws – Interdisciplinary Studies Committee Comments on remand: “Duties are not within the purview of a Senate committee. Interdisciplinary issues related to faculty will be addressed in the faculty handbook”	Return to Committee on Committees for review of committee’s purpose. CoC is to consult with the Interdisciplinary Studies Committee and then make recommendation(s) to that committee regarding rewriting bylaws to appropriately represent the committee and its purpose. These committees will then need to forward a new set of bylaws to the Constitution and Bylaws Committee for approval. These will then come back to the Senate for approval and then return to the University President’s office for review.
	FSM 015	Bylaws – Graduate Affairs Committee No comments attached to remand: routing form was left unsigned	Return to Committee on Committees for review of committee’s purpose (consistent with a separate charge to this committee from Senate President LeFavi). CoC is to consult with the Graduate Affairs Committee (or a subset of its membership) so that the GAC can rewrite its bylaws to appropriately represent the committee and its purpose and in a way that both the CoC and the Constitution and Bylaws Committee will approval. These will then come back to the Senate for approval and then return to the University President’s office for review and approval.
	FSR 009	Emeritus Faculty Comments on remand: Request for more information re: plan for implementation	Return to Faculty Welfare Committee
	FSR 008	Part-time Faculty Comments on remand: Request for more information re: cost analysis, implementation plan, and assessment plan	Return to Faculty Welfare Committee
Disapproved			
	FSM 029	University Curriculum Committee Comment on disapproval: “Motion approved in part. ‘Section IV. Other Business’ is disapproved. It is my understanding that this is related to the report of the subcommittee	Taken together, FSM 029 and FSM 030’s disapprovals relate directly to the as yet unsettled issues of the course withdrawal and course repeat policies. These policies affect many

		studying course withdrawal/course repeat policies.”	constituents within the university. As such, it is recommended that a joint task force, in the form of an ad hoc committee, be formed that is comprised of 2 members from each of the following committees: Student Success, Faculty Welfare, and University Curriculum with the addition of the Registrar or a designee from that office as an ex officio member. The charge of this task force should be to develop three independent policies that address the issues of withdrawal from courses, calculation of gpa, and repeating of courses in an effort to address the spirit of the original charge from 2008. It is further recommended that the task force hold a forum open to the university community to discuss the proposed policies and aid in the development of policies that can be implemented by Fall 2011.
	FSM 030	University Curriculum Committee Comment on disapproval: “Motion approved in part; “Other business, course withdrawal/course repeat policies” is disapproved because it is my understanding these items were not approved by the Senate as written in this motion.”	
Approved	FSR 007	Budget Crisis Letter to State Senator Seth Harp and State Representative Earl Ehrhart	Routed back to Faculty Welfare Committee – Questions for committee to consider...Any further action desired? Publish the letter on Senate web site? Send letter as originally planned (it has not been sent forward to the proposed recipients)?