

Final Report Constitutional Review Committee over the academic year 2014/2015

By Ernst Pijning

Members: Wojciech Cebulak (2), Dean Fransvog (elected Chair) (9), Daniel Ngugi (3), Ernst Pijning (Acting Chair) (4), Jay Wahlund (3), and John Webster (3) (numbers in brackets is times present at meetings). Dean Fransvog was chair, however he became ill, and Ernst Pijning continued in that position in Spring 2015. The Constitutional Review Committee met four times during the past academic year:

October 14, 2014

March 6, 2015

April 10, 2015

April 24, 2015

The CCR committee's recommendations of March 6 were approved by Faculty Senate and put up for a vote during the April 30, 2015 faculty general elections.

The April 10, 2015 recommendations were approved by Faculty Senate and will be put up for a vote at a future time.

The April 24, 2015 recommendations will be brought to Faculty Senate on May 7, 2015.

The business of the CRC constituted:

Representation of the CDCCC on the General Education Committee

Creation of the Faculty Satisfaction Survey Committee

Proxies on Faculty Senate Committees

Changes in the responsibilities of the Faculty Senate Vice President

Recommendations from the Ad Hoc Committee on Committees

Changes forwarded to the Faculty Handbook Committee

Changes in the membership of the General Education Committee

Please find the minutes and/or recommendations attached.

Daniel Ngugi will call a new committee meeting in fall 2015 during which the committee will elect a new chair.

Respectfully submitted,

Ernst Pijning

Acting Chair

Minutes of Constitutional Review Committee
March 6, 2015

Present: Daniel Ngugi, Ernst Pijning, Jay Wahlund, John Webster
Absent: Wojciech Cebulak, Dean Frantsvog

New Business:

1. Revision of bylaws to clarify duties of the CDCC Committee and to change memberships of the CDCCC and General Education Committee such that there is one member of CDCCC also serving as a member of GEC.

Following some discussion of a draft proposal distributed by Webster, a motion passed to approve the changes to the bylaws as shown in the attached Item 1.

2. Revision of bylaws to reflect a motion passed in FS that the duties of the incoming Vice President of FS include updating changes to the bylaws and constitution, and ensuring the website is up to date.

Following discussion about the fact that the Handbook Committee is already charged with keeping the Faculty Handbook up to date, a motion was passed to add a statement to the duties of the FS Vice President: to ensure that the Faculty Senate webpage is kept up to date (see the attached Item 2).

3. Addition of a provision for alternate delegates (commonly referred to as proxies) to serve on Faculty Senate committees to fill a temporary absence.

There was some discussion about what to call those filling a temporary absence (decided on “alternate delegates”). There was also discussion about certain committees for which alternate delegates should not be allowed, and it was decided that the Faculty Rights, Promotion, Tenure, and Sabbatical Committees should be excluded. A motion was approved to add a subsection G to Section 2 of Article III (see attached Item 3), while re-lettering the existing subsections G through J to H through K.

Item 1: Proposed changes to MSU Faculty Senate Bylaws Article III, Section 3, Subsections G and M

G. Curricular Diversity and Campus Climate Committee

1. Membership

One faculty member elected at large, three faculty members from the College of Arts and Sciences, two faculty members from the College of Education and Health Sciences, one faculty member from the College of Business, and one student. The Vice President for Academic Affairs shall be a voting member of the committee ex officio. The Registrar (or designate) shall be a non-voting member ex officio.

2. Method of selection

The faculty-at-large member shall be elected at the Annual Election. The members representing the three colleges shall be elected by each respective unit.

3. Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term.

4. Method for filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to serve until the next Annual Election. Any other faculty vacancy shall be filled by an election of the group represented. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

5. Duties

~~To approve diversity requirement courses and assess the effectiveness of the diversity requirement in the curriculum.~~

To attend to diversity on campus, which includes approval of Diversity Requirement courses (for 2013-14 or older catalog) and examination of course offerings and experiences.

To review information submitted by transfer students and make decisions regarding whether a transfer course can be used to meet a Diversity Requirement (applies only to students pursuing a degree under the 2013-14 or older catalog).

To assess the overall effectiveness of the university's curricular-based diversity initiatives.

To work with the Institutional Diversity Committee to create a more visible, coherent variety of campus programs in diversity awareness and inclusivity.

At least one member of CDCCC will also serve as a member of the General Education Committee. If there is not at least one member of CDCCC that also serves on the General Education Committee, the Faculty Senate President will appoint one member of CDCCC to serve a one-year term as a non-voting member of the General Education Committee.

Item 1: Proposed changes to MSU Faculty Senate Bylaws Article III, Section 3, Subsections G and M

M. General Education Committee

1. Membership

Four faculty members from the College of Arts and Sciences (with no more than one faculty member from a single academic unit), one faculty member each from the College of Education and Health Sciences and the College of Business, two students, the Vice President for Academic Affairs (or designate), and the Dean of the College of Arts and Sciences.

At least one member of Curricular Diversity and Campus Climate Committee will also serve as a member of the General Education Committee.

2. Method of selection

The Senate President, in consultation with the deans of the various colleges and with the approval of the Executive Board, shall appoint the faculty members. The Student Government Association President, in consultation with the Student Government Association, shall appoint the student members.

If there is not at least one member of CDCCC that also serves on the General Education Committee, the Faculty Senate President will appoint one member of CDCCC to serve a oneyear term as a non-voting member of the General Education Committee.

3. Term

Faculty members shall serve three-year staggered terms. The student member shall serve a one-year term.

4. Method for filling a vacancy

The Senate President, in consultation with the dean of the respective college and with the approval of the Executive Board, shall appoint a faculty member from the respective college to fill the unexpired faculty term. The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member at-large to fill the unexpired faculty term. The Student Government Association President, in consultation with the Student Government Association, shall appoint a replacement to fill the unexpired student term.

5. Duties

To supervise the structure and delivery of the General Education program.

To monitor course offerings with respect to regular assessment and re-certification of General Education courses.

Item 2: Proposed change to MSU Faculty Senate Bylaws Article III, Section 1, Subsection B

Section 1. General Rules for the Faculty Senate

- A. The rules outlined in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Senate in all applicable cases, so long as these rules are consistent with the Constitution and Bylaws, and with any specific rules of order the Senate may adopt.
- B. Faculty Senate officers include the president, vice president, and secretary. These officers are elected at the senate meeting following the annual meeting.

1. Term

The term of office is one year.

2. Methods of filling a vacancy

The Methods for filling a vacancy are outlined in the current edition of “Robert’s Rules of Order Newly Revised”.

3. Duties

The duties of the senate officers are as outlined in the current edition of “Robert’s Rules of Order Newly Revised”.

Additional Duties:

President

- The Faculty Senate President should contact each committee during fall semester and determine whether a chair has been selected. If one has not been selected at that time, the President may appoint a chair. The Faculty Senate President shall appoint committee members as set forth in section 3. The Faculty Senate President shall notify the chair of the duties and current membership of the committee cc

Vice President

- Administer the annual Faculty Satisfaction Survey.
- To ensure that the Faculty Senate web page is kept up to date.

Secretary

- Forward an electronic copy of the minutes of Senate and Executive Board meetings to the Information Technology office (IT Central) for posting on the Minot State University web page.
- Forward any approved amendments to the Bylaws to the office of the Vice President for Academic Affairs for updating and dissemination of the Faculty Handbook.
- Include the annual reports of committees that are filed during the last meeting of the Senate in May with the minutes of that meeting.
- Keep the minutes at the Annual Election, including a record of the results of the election and any Bylaws amendments.

- File a set of complete records in the library at the end of the academic year. Records shall include the complete minutes of the Senate and Executive Board meetings and any supporting materials that were presented at each meeting.

Item 3: Proposed change to MSU Faculty Senate Bylaws Article III, Section 2

Section 2. General Rules for All Senate Committees

A. All full-time faculty, as described in Article IV, Section 1 of the Constitution, shall be eligible to serve on the Faculty Senate and all Senate committees, with the following exceptions:

1. Membership on the Faculty Rights Committee shall be limited to tenured faculty (required by SBHE Section 604).
2. Membership on the Promotion Committee shall be limited to tenured faculty.
3. Membership on the Tenure Committee shall be limited to tenured faculty.
4. Membership on the Sabbatical Committee shall be limited to tenured professors of associate rank or higher.
5. Faculty with classified status shall not be eligible for membership on the Senate Budget and Salary Committee.

B. All elections shall be by plurality vote. Elections shall be by ballot; if there is only one slate of candidates, the ballot may be omitted.

C. Each committee shall elect a chairperson for the following academic year during the last committee meeting of the current academic year. The chairperson must be a faculty member of the committee.

D. Each committee shall report its recommendations to the Senate on matters referred to it by the Senate prior to Senate action.

E. Each committee shall present a written Annual Report for that academic year to the Senate President, before the Annual Meeting of the Senate.

F. Methods of filling vacancies in committee positions shall be stated in the composition of each particular

G. Alternate committee delegates (commonly referred to as proxies) may temporarily serve on most Faculty Senate committees by majority approval of committee members present. The following committees are excluded: Faculty Rights, Promotion, Tenure, and Sabbatical. Alternate delegates are not allowed to serve on these committees.

HG. Terms of office for committee membership shall be stated in the composition of each particular committee.

IH. No faculty member shall serve concurrently on more than three Senate standing committees, including the Faculty Senate, or simultaneously chair more than two Senate committees.

JJ. Any committee, by a majority vote of its members, may include up to as many non-voting students as there are faculty.

Item 3: Proposed change to MSU Faculty Senate Bylaws Article III, Section 2

KJ. The duties for all committees include at least one meeting annually, at which the committee is to produce its annual report to the Faculty Senate.

Minutes of the Constitutional Review Committee
April 10, 2015, Old Main 314. 2:00 PM

Present: Jay Wahlund, Wojciech Cebulak and Ernst Pijning (acting chair).

Absent: Dean Fransvog, Daniel Ngugi and John Webster.

1. The committee discussed the additions to the by-laws concerning the Faculty Satisfaction Survey.

The attached changes were approved.

2. The committee discussed addition of the Vice President of Student Affairs to the Budget and Salary Committee.

See the attached changes. Still, it was unclear if the VPSA was going to replace another staff member on the committee.

Respectfully submitted,

Ernst Pijning

Recommendations by the Constitutional Review Committee to Faculty Senate

April 10, 2015.

Relating to the

Recommendations for the Ad Hoc FSS Committee, approved by FS on March 26, 2015

(changes to Bylaws)

Changes to the recommendations are added in red or crossed out.

The committee **recommends** the Faculty Senate establish a standing committee, the Faculty Satisfaction Survey (FSS) Committee.

The committee **recommends** the following inserts to the Faculty Senate Bylaw in regard to the FSS Committee:

Insert in Article III – The Faculty Senate, Section 1--General Rules for the Faculty Senate

L. Faculty Satisfaction Survey

The annual faculty satisfaction survey will be conducted ~~by~~**efore** April ~~16~~**5** of each year by the Faculty Satisfaction Survey (FSS) Committee. The incoming Faculty Senate President ~~is obligated to share~~**s** the summarized report with the University President. **The incoming Faculty Senate President will present the summarized report to the faculty-at-large at the annual fall convocation.** Survey data and summaries remain the property of the Faculty Senate. ~~Access to~~**Distribution of** the survey data and summaries is at the discretion of the Faculty Senate. The Office of Institutional Research will be the repository for the survey data and summarized report.

Insert for Article III, Section 3--Faculty Senate Standing Committees

L. Faculty Satisfaction Survey (FSS) Committee

1. Membership

The Senate Vice President will chair the committee. Membership will include a representative from the Office of Institutional Research, one faculty experienced in quantitative research, one faculty experienced in qualitative research, and a faculty representative from ~~each~~ **the College of Arts and Science, one from the College of Business, and one from the College of Education and Health Sciences.**

2. Method of selection

The President of the Senate, with the approval of the Faculty Senate, shall appoint all members to the FSS committee.

3. Term

Faculty members shall serve three-year staggered terms.

4. Methods of filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for any faculty positions ~~that become unfilled~~ **to serve the unexpired term.**

5. Duties

To update the survey and letter of consent.

To assure IRB approval is up-to-date.

To coordinate the administration of the survey with the Office of Institutional Research.

To analyze the survey results.

To create and disseminate ~~the~~ **a** summarized report.

Article III, section 1, 3

Duties

Vice President

- Administer the annual Faculty Satisfaction Survey, **Chair the Faculty Satisfaction Survey Committee, and report the results of the Faculty Satisfaction Survey to the Faculty Senate and the University President.**

Insert for Article III, Section 3--Faculty Senate Standing Committees

D. Budget and Salary Committee

1. Membership

(...) “The Vice President for Academic Affairs (or designate), **the Vice President of Student Affairs for Administration and Finance**, and the Human Resources Director shall be non-voting members *ex officio*.”

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Constitutional Review Committee meeting

April 24, 2015, Old Main 203, 4:30 PM.

Present; John Webster, Daniel Ngugi and Ernst Pijning

Absent: Dean Fransvog, Wojciech Cebulak and Jay Wahlund

The committee considered the motion by Faculty Senate to change the composition of the General Education committee.

John Webster moved, Daniel Ngugi seconded that

The Constitutional Review Committee will ask the Faculty Senate for more clarification:

The faculty senate motion was unclear if the current provision that no more than one member can be of the same academic unit would continue to apply to the College of Arts and Sciences, and should also apply to the College of Business and the College of Education and Health Sciences. This should be precisely indicated in a new motion from Faculty Senate.

All approved of the motion.

Ernst Pijning will contact the Faculty Senate President, DeVera Bowles to this effect.

Recommendations of By-Law changes to the Faculty Senate by the Constitutional Review Committee.

April 23, 2015

Article III, section 1 (General Rules for the Faculty Senate)

B. The Faculty Senate Officers ...

3. Duties

Vice President

- To ensure that the Faculty Senate web page is kept up to date
- Administer the annual Faculty Satisfaction Survey, **chair the Faculty Satisfaction Survey Committee, and report the results of the Faculty Satisfaction Survey to the Faculty Senate and the University President.**

Article III, Section 1 (General Rules for the Faculty Senate)

L. Faculty Satisfaction Survey

The annual faculty satisfaction survey will be conducted before April 16 of each year by the Faculty Satisfaction Survey (FSS) Committee. The incoming Faculty Senate President shares the summarized report with the University President. The incoming Faculty Senate President will present the summarized report to the faculty-at-large at the annual fall convocation. Survey data and summaries remain the property of the Faculty Senate. Distribution of the survey data and summaries is at the discretion of the Faculty Senate. The Office of Institutional Research will be the repository for the survey data and summarized report.

Article III, section 2 (General Rules for All Senate Committees)

J. The duties for all committees include at least one meeting annually, at which the committee is to produce its annual report to the Faculty Senate. **The annual report will include a review of major actions, a list of names of the committee members and the name of next year's chair. Reports will be**

accompanied by a complete set of minutes that include necessary details of the meetings and member attendance.

Article III, section 3 (Standing faculty Senate Committees) – used the revised numbering

A. Academic Assessment Committee

1. Membership.

Add: One member of the General Education Committee shall serve as a liaison.

~~D.~~ E. Budget and Salary Committee

1. Membership

(...) “The Vice President for Academic Affairs (or designate), the Vice President for Administration and Finance, and the Human Resources Director shall be non-voting members *ex officio*.”

~~E.~~ F. Committee for Peer Review of Teaching

1. Membership

~~Three~~ faculty elected at large, and ~~three~~ **Two** faculty members each from the College of Arts and Sciences, the College of Education and Health Sciences, and the College of Business. All members of the committee must be tenured, and no member of this committee may concurrently serve on the Promotion Committee or Faculty Rights Committee.

Anyone being evaluated by the committee cannot serve on the committee during that year.

~~H.~~ **I.** Faculty Affairs Elections Committee

~~To coordinate efforts with university groups planning activities and events which will benefit campus relationships.~~

To prepare a slate of candidates for the position of senator-at-large and for all elected Senate committees.

~~To prepare a list of volunteers for positions appointed by the Faculty Senate President.~~

To administer all aspects of faculty elections

~~J.~~ **K.** Faculty Handbook Committee

5. Duties

~~To ensure that replacement pages are annually published and distributed for the Handbook, correcting any items known to have changed since the last update.~~

N. Faculty Satisfaction Survey Committee

1. Membership

The Senate Vice President will chair the committee. Membership will include a representative from the Office of Institutional Research, one faculty experienced in quantitative research, one faculty experienced in qualitative research, and one faculty representative from the College of Arts and Science, one from the College of Business, and one from the College of Education and Health Sciences.

2. Method of selection

The President of the Senate, with the approval of the Faculty Senate, shall appoint all members to the Faculty Satisfaction Survey committee.

3. Term

Faculty members shall serve three-year staggered terms.

4. Methods of filling a vacancy

The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for any faculty positions to serve the unexpired term.

5. Duties

To update the survey and letter of consent.

To assure IRB approval is up-to-date.

To coordinate the administration of the survey with the Office of Institutional Research.

To analyze the survey results.

To create and disseminate a summarized report.

L. O. General Education Committee

1. Membership.

Add: **One faculty member shall serve as a liaison to the Assessment Committee.**

Recommendations of charges to the Faculty Handbook Committee to the Faculty Senate by the Constitutional Review Committee.

The Constitutional Review Committee recommends to charge the Faculty Handbook Committee to make the following change in format:

Article III, section 3 (Standing faculty Senate Committees)

M. Faculty Rights Committee

5. Duties

Add:

c) In the event that the President of the University suspends or overrules an action of the Senate, this committee shall meet with the University President (or designate) in an effort to reach agreement. The committee shall report its recommendations to the Senate.

d) The Faculty Rights Committee will address appeals of faculty evaluations following the procedures outlined in Article IV Section 2D.

e) The Faculty Rights Committee will address appeals of faculty salary administration following the procedures outlined in Article VII Section 3.

~~6. Additional Duties~~

~~In the event that the President of the University suspends or overrules an action of the Senate, this committee shall meet with the University President (or designate) in an effort to reach agreement. The committee shall report its recommendations to the Senate.~~

~~The Faculty Rights Committee will address appeals of faculty evaluations following the procedures outlined in Article IV Section 2D.~~

~~The Faculty Rights Committee will address appeals of faculty salary administration following the procedures outlined in Article VII Section 3.~~

The Constitutional Review Committee recommends to charge the Faculty Handbook Committee to reorder the Faculty Senate Committees as follows after all the changes have been approved by the faculty-at-large:

Article III, section 3 (Standing faculty Senate Committees)

- A. Academic Assessment Committee
- B. Academic Hall of Fame Committee
- C. Academic Policies Committee
- D. Athletic Policies Committee
- E. Budget and Salary Committee
- F. Committee for the Peer Review of Teaching
- G. Constitutional Review Committee
- H. Curriculum Committee
- I. Curricular Diversity and Capus Climate Committee
- J. Faculty Affairs Elections Committee
- K. Faculty Handbook Committee
- L. Faculty Research Grant Committee
- M. Faculty Rights Committee
- N. Faculty Satisfaction Survey Committee**
- O. General Education Committee
- P. Library Committee
- Q. Promotion Committee
- R. Tenure Committee
- S. Sabbatical Committee