

8-15-2013

AY 13-14 Meeting 2013-08-15

Faculty Senate

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Faculty Senate Meeting
August 15, 2013, 1:00-3:00 PM
Hall of Honors
Minutes

Senators in Attendance:

	K. Boland-Prom (CHHS)	X	O. Ijose (CBPA)	X	V. Person (COE)
X	Y. Brown (CAS)*	X	R. James (CHHS)	X	X. She (COE)
X	J. Cook (COE)	X	S. Ji (CBPA)*	X	A. Tamulis (CAS)*
X	D. Cortese (CAS)*	X	E. Johnson (CAS)	X	C. Tymkow (AL/CHHS)
X	E. Essex (CHHS)	X	M. Kasik (COE)*		S. Wadhwa (CHHS)
X	S. Gandy (AL/COE)*		C. Luo (CBPA)	X	R. Washington (CHHS)*
X	L. Geller (UL)*	X	E. Mengova (CBPA)		B. Wilson (CAS)
X	D. Golland (CAS)	X	R. Muhammad (AL/CAS)*	X	B. Winicki (COE)*
X	D. Hechenberger (AL/COE)*	X	B. Parin (AL/CAS)*		

* = Faculty Senate Executive Committee

Guests: D. Bordelon; G. Ejigu; A. Latham; E. Maimon; D. Rhea; N. Robertson; C. Rock; A. Vendreley

1. Call to Order with quorum at 1:07 p.m. by Faculty Senate President Muhammad. Faculty Senate President Muhammad asked the newly-elected senators (S. Wadhwa; S. Ji; E. Mengova; X. She; D. Golland; J. Cook) to introduce themselves.
2. Faculty Senate President Muhammad called for additions to the agenda. Winicki noted that both May and June minutes needed to be approved. Ji suggested that class schedule standardization be added under New Business. Kasik made the motion to approve the agenda with these two additions. Cortese seconded. The agenda, with additions, was approved by unanimous voice vote.

3. Faculty Senate Elections

Election of Faculty Senate Officers (2013-2015):

Cortese nominated Rashidah Muhammad for *Faculty Senate President*; Parin seconded. No further nominations were made. Ballots were distributed. Results of the vote for R. Muhammad as Faculty Senate President were: 21 Yes; 1 No.

Kasik nominated Daniel Cortese for *Faculty Senate Vice President*; Parin seconded. No further nominations were made. Ballots were distributed. Results of the vote for D. Cortese as Faculty Senate Vice President were: 22 Yes; 0 No.

Kasik nominated Barbara Winicki for *Faculty Senate Secretary*; Parin seconded. No further nominations were made. Ballots were distributed. Results of the vote for B. Winicki as Faculty Senate Secretary were: 22 Yes; 0 No.

Faculty Senate President asked senators to caucus by college to select representatives to the Faculty Senate Executive Committee. She noted that the Executive Committee meets on the first Thursday of each month at 1:00, and representatives must be able to attend these meetings. The following are the *Executive Committee* representatives selected by their colleagues:

CAS:	Yevette Brown
CBPA:	Susan Ji
CHHS:	Robin Washington
COE:	Dan Hechenberger
Library:	Linda Geller

4. Approval of Faculty Senate Minutes (May and June, 2013)

Faculty Senate President Muhammad noted that new senators should abstain because they were not present for these meetings.

Kasik made a motion to approve the May minutes; Tamulis seconded. Essex stated that she has some edits and will provide them to Faculty Senate Secretary Winicki. The motion was amended to include Essex's edits. The vote for May minutes was: 15 Yes; 0 No; 6 Abstain.

Kasik made a motion to approve the June minutes; Golland seconded. After a question regarding electronic voting on the proposed Faculty Senate Standing Rules and a response from Faculty Senate Vice President Cortese, the voice vote was: 14 Yes; 0 No; 7 Abstain.

5. Report from UCC

Parin presented the proposed revision of the required syllabus format; she explained that there were minor changes in requirements and that there will be an editable online template. A senator asked whether the template being presented had been approved by UCC. Parin stated that UCC member Ellexson incorporated changes previously agreed upon by the committee members. Another senator noted that an official UCC vote hasn't taken place. Parin stated that only two UCC members had voiced any questions about the proposed revision; it is not controversial within UCC. A senator expressed concerns about the sequencing of items within the proposed revision and also about the apparent inflexibility of the template. Further discussion focused on the how much flexibility is allowed for faculty members' personal adaptations of the syllabus template. Additionally, Faculty Senate President Muhammad noted that the Disability Statement is still being revised, so the old wording should continue to be used for the fall semester. Faculty

Senate Vice President Cortese asked about the type of editable file being used for the online template; Parin stated that she would check and report. Cortese made a motion to approve use of the proposed wording and online template for a year and, at the end of the year, the Faculty Senate will review it; Kasik seconded. The motion was approved by unanimous voice vote.

(Maimon, Bordelon, Ejigu, and Latham arrived at 1:55 p.m.)

6. Administrative Reports

GSU President E. Maimon thanked senators for their service and participation in shared governance. She reminded the Senate that Convocation will be held at 3:00 p.m. on Tuesday, August 20, in the Center for the Performing Arts. Excellence Awards and Baysor Awards will be announced. President Maimon announced two other events: On October 18, the University Symposium will feature Donald McQuade of the University of California Berkeley; the symposium will focus on writing across the curriculum. On November 14, the Second Annual Chicago Live on the GSU campus will be held in association with the *Chicago Tribune*.

Provost D. Bordelon stated that she is honored to serve as the new provost of GSU. She noted that she knows many of the senators from her past service as dean of COE and chair of the Graduate Studies Council. Provost Bordelon stated that she has confidence that we will work together to serve our students.

Executive Vice Pres. G. Ejigu reported on two issues. (1) The GSU Board of Trustees for the first time in many years has all eight members. This means that the Board of Trustees will reactivate its subcommittees. Board subcommittee meetings will be open to faculty; in fact, the Chair has stated that he would like Senate representatives to sit in on those meetings, which are likely to be held on the Fridays prior to the full Board meetings. Exec. VP Ejigu asked that the Senate select its representatives for these subcommittees. (2) Exec. VP Ejigu reported that several issues are being studied by the Board of Trustees. First is the question of expanding sports opportunities in light of GSU becoming a full-service campus. Second is the need to introduce competitive sports to campus, including participation in a local conference. Exec. VP Ejigu noted that this must be discussed by the Faculty Senate and that the Board of Trustees' decision will be informed by the Senate's input; therefore, he requested that this issue be put on the agenda for the September Senate meeting.

A senator asked about the role of Senate representatives on the Board of Trustees' subcommittees. President Maimon responded that, according to the Board regulations, Senate representatives are not members or even *ex-officio* members; however, they will be at the table, except in the case of executive sessions.

Associate Provost A. Latham provided an update on SEI changes. She said that state requirements for the procurement process have been clarified, and the dollar amount involved is under that requiring the most rigorous reviews. She stated that the committee will invite three vendors to submit proposals and then to present on campus. Assoc.

Provost Latham stated that she hopes the vendor presentations will take place in early October. In response to a question, Provost Bordelon stated that, ideally, one product will be found capable of supporting student portfolios, faculty portfolios, and SEIs.

7. Update on Faculty Senate Webpage and Portal

Director Academic & Tech Support Services Colleen Rock provided an update on the Faculty Senate webpage and portal. She noted that, right now, everything is on the webpage; after this process is completed, almost everything will be in portal and links on webpage will be removed. She stated that the conversion should be completed by December. She asked that faculty members check the portal if they can't find forms, etc. that were once linked on various webpages. The question of whether Faculty Senate minutes must be available to the public is being investigated.

The Senate webpage was discussed. Kasik noted that all senators, not just the executive committee, should be on the webpage. Cortese made the motion that the full Senate membership be listed by college on the webpage. Hechenberger seconded. The motion was approved by unanimous voice vote. Faculty Senate Secretary Winicki will send the updated roster (see attached) to Colleen Rock and Veronica Hunt for posting.

8. GSU Promise Fest

Student Nia Robertson reported on a GSU student-driven event to be held on October 4-5; its purpose is to raise funds for Promise scholarships. She asked that faculty members encourage participation and donations. Information about the event can be found at gsupromisefest.wordpress.com.

(Maimon, Bordelon, Ejigu, and Latham left at 2:35 p.m.)

9. Faculty Reports:

IBHE Faculty Advisory Committee: No report.

University Curriculum Committee: See above report from Parin on the proposed changes in the required syllabus format.

Academic Program Review Committee: Gandy stated that the committee had not met yet, so there is no report.

Educational Policy Committee: Essex provided EPC's 2012-2013 annual report (see attached). She noted that an Interim Undergraduate Admissions Policy 34 was posted during the summer, and that EPC had provided input on the policy prior to the summer break. Essex noted that there are many new policies and policy revisions that EPC will work on during the 2013-2014 academic year. In addition, there are many interim policies. Faculty Senate Vice President Cortese asked that EPC provide a list of interim policies to the Senate.

Graduate Studies Council: Tymkow reported that the last meeting of the Graduate Studies Council had focused on development of a handbook and requirements for capstone projects. She also noted that Dean Cada is now Dean of Graduate Studies.

Executive Committee: Muhammad stated that there are still openings on committees; she requested that anyone interested in serving on the standing committees contact her and

submit a nomination form. Faculty Senate President stated that the Senate must re-certify the expanded membership of APRC, UCC, and EPC, which was instituted last year. Cortese made the motion to re-certify expanded membership of the standing committees; Tamulis seconded. The motion was approved by unanimous voice vote.

10. New Business

Senator Ji expressed her concerns regarding current class schedules and described the benefits of having a standardized class schedule. A general discussion of the issue followed. Senator Johnson noted that the Academic Calendar Committee will be discussing this.

11. Announcements

Senate President Muhammad noted the following dates of special events on campus:

August 16, 11:00-3:00PM	GSU Picnic
October 17-18	First Year Experience Seminar w/ D. McQuade
November 14	Chicago Live

Senator James announced that Assistant Prof. Terri Sosa is the new director of the Faculty Development Center.

Senator Johnson announced that there is a visiting professor from China.

Adjournment: 3:05 p.m. Next Meeting: September 19, 2013

Respectfully submitted,
Barbara Winicki
Faculty Senate Secretary

Attached:

EPC 2012-2013 Report
2013-2014 Faculty Senate Membership
2013-2014 Faculty Senate Executive Committee (8/30/13)

**EDUCATIONAL POLICIES COMMITTEE
2012-2013 ANNUAL REPORT TO FACULTY SENATE**

Committee Members and Meeting Schedule

The following faculty members served on the Educational Policies Committee (EPC) during the 2012-2013 academic year:

Xiaoyong Chen – CAS Representative
 Elizabeth Johnson – CAS Representative
 Farouk Shaaban – CBPA Representative
 Lorenzo Flores – CE Representative
 Barbara Winicki – CE Representative
 Darrin Aase – CHHS Representative
 Elizabeth Essex – CHHS Representative and EPC Chair
 Josh Sopiaryz – UL Representative
 Patricia Robey – At-Large Representative
 Catherine Tymkow – At-Large Representative

The Chair commends the faculty committee members for their dedicated work.

The committee is grateful to Colleen Rock, administrative liaison to EPC, for her support and contributions to our work.

The committee also thanks the many faculty members and administrators who devoted time and energy to drafting or revising policies and/or provided consultation during the EPC review process.

EPC met on the second and fourth Thursdays of the month from August 23, 2012 through May 23, 2013.

Policy Actions

The committee's work related to specific policies and any subsequent actions by the Faculty Senate and University Administration were as follows:

- *Policy 5/Student Grievance Policy and Procedures.* An EPC revision of the policy was approved by the Faculty Senate on August 23, 2012, and subsequently approved by the Administration. The main purpose of the changes was to make timelines clearer and more consistent and to add timelines where they had been missing.
- *Policies 9U and 9G/ English Language Proficiency Undergraduate and Graduate Admission policies.* At the request of Yakeea Daniels (Admissions) and Jonathan Lee (International Students Services), the policies were revised to allow the use of the International English Language Testing System (IELTS) to establish English language proficiency. The revisions were approved by the Faculty Senate on November 15, 2012, and subsequently by the Administration.

- *Policy 16/Graduate Studies Policy.* EPC had worked extensively in 2011 on a major revision of the policy submitted by the Graduate Council. Although this new version of the policy was approved by the Faculty Senate in September 2011, concerns about two sections delayed Administration approval. EPC/Graduate Council rewording of one of those sections (having to do with 5000 level courses) was approved by the Faculty Senate in May 2012. In fall 2012, the Graduate Council requested revision of a second section, which specified the number of post-baccalaureate credit hours required for completion of a doctoral degree. A revision by EPC to address this concern was approved by the Faculty Senate on November 15, 2012, and the new version of Policy 16 was subsequently approved and posted by the Administration.
- *Policy 46/Funding Sources.* EPC reviewed and revised for readability a revised version of Policy 46 submitted by J. Morehead (Deputy Director, OSPR) and G. Ejiku, Executive Vice President/Chief of Staff and Treasurer. Since the original *Funding Sources* policy was created in 1996, there was a need for a new version consistent with current organizational structures and processes. The revised policy was approved by the Faculty Senate on February 21, 2013 and subsequently approved by the Administration.
- *Policy 69/Posthumous Degree.* The proposal for this new policy was submitted to EPC by C. Rock on behalf of the Provost's Office. EPC worked with C. Rock to fine tune the wording and formatting of the policy. An additional change was made at the request of A. Kennedy, GSU Legal Counsel. The new policy was approved by the Faculty Senate on April 18, 2013, and subsequently approved by the Administration.
- *Policy 68/Financial Conflict of Interest in Externally Sponsored Research and Educational Activities.* An earlier version of this policy, necessitated by requirements for federally funded research, was drafted by OSPR (J. Morehead and J. Coldren) and approved by the Administration as an interim policy in August 2012. During the 2012-13 academic year, EPC worked with Ms. Morehead to improve the clarity and formatting of the document. In addition, changes were made at the request of E. Ruiz, GSU UPI Chapter President, and the General Counsel. The new version of the policy was approved by the Faculty Senate on May 16, 2013 and subsequently by the Administration.
- *Policy 34/Undergraduate Admissions.* In February 2013, R. Schneider, on behalf of the Provost, submitted to EPC a proposed policy for admission of first year undergraduates. In response to EPC feedback, Dr. Schneider drafted a revised version of the existing Policy 34, expanded to include admission of lower division students and submitted to EPC on April 19, 2013. Because of questions and concerns related to this document, EPC developed a comprehensive set of questions for Dr. Schneider, and at EPC's invitation, Dr. Schneider, C. Sanders, Y. Daniels, and K. Goodwin (Admissions Office) attended the May 23 EPC meeting. At the meeting, C. Sanders presented a new revision of Policy 34 that was discussed by all present. Ms. Sanders then drafted a version incorporating many of the changes suggested by EPC, and EPC provided feedback via email, as the committee does not meet during the summer. The interim revision of Policy 34 was approved by the Administration in July.
- *Statement of Policy and Procedures for Responding to Allegations of Research Misconduct.* This proposed policy was submitted to EPC by Jennifer Morehead and James Coldren, OSPR. EPC met with Ms. Morehead on September 27, 2012 and

recommended that the policy be shared with E. Ruiz, UPI Chapter President. E. Essex, EPC Chair, subsequently was in contact with both Ms. Morehead and Dr. Ruiz about possible revisions to the policy that would satisfy Union concerns. Ms. Morehead expects to submit a revised version to EPC during the 2013-14 academic year.

- *Graduate Student Assistantships*. In September 2012, the Graduate Council submitted to EPC a document titled “Assistantships,” that provided descriptions of five different kinds of assistantship positions for graduate students (Teaching, Research, Laboratory, Tutoring, and Graduate Assistantships). This would provide more differentiated roles for graduate students than the current generic “Graduate Assistantship.” EPC members felt the policy needed more clarity and specificity, and gave the Graduate Council a list of concerns to consider. Revisions made by the graduate council were submitted to EPC on May 3, 2013.

Other Committee Activities

E. Essex, EPC Chair, met with A. Valente, Dean of Students, and T. Scott, Coordinator of Community Standards, on March 11, 2013 regarding policy needs related to Student Affairs.

EPC created two new informational documents for the EPC webpage. *Scheduling and Submissions* provides general guidelines for when and how to submit policies to EPC; *Guidelines for Preparation of Policy Proposals* provides guidelines for writing policies.

EPC reviewed drafts of proposed Faculty Senate By-Laws revisions and Faculty Standing Rules, and provided comments about the documents to the Faculty Senate subcommittee charged with working on these documents.

Respectfully submitted,
Elizabeth Essex, Associate Professor
EPC Chairperson
August 12, 2013

**Governors State University
Faculty Senate
Academic Year 2013-14**

Faculty Senate

AT LARGE

1. Sandra Gandy (2012-14)
2. Beth Parin (2012-14)
3. Rashidah Muhammad (2013-15)
4. Dan Hechenberger (2013-15)
5. Catherine Tymkow (2013-15)

CHHS

1. Kim Boland-Prom (2012-14)
2. Raven James (2012-14)
3. Elizabeth Essex (2013-15)
4. Robin Washington (2013-15)
5. Serena Wadhwa (2013-15)

CBPA

1. Olumide Ijose (2012-14)
2. Changyue Luo (2012-14)
3. Susan Ji (2013-15)
4. Evelina Mengova (2013-15)

COE

1. Maribeth Kasik (2012-14)
2. Vickie Person (2012-14)
3. Xiaobo She (2013-15)
4. Barbara Winicki (2013-15)
5. John Cook (2013-15)

CAS

1. Yevette Brown (2012-14)
2. Andrius Tamulis (2012-14)
3. Bruce Wilson (2012-14)
4. Elizabeth Johnson (2013-15)
5. Daniel Cortese (2013-15)
6. David Golland (2013-15)

U. Library

1. Linda Geller (2012-14)

**GSU Faculty Senate Executive Committee
2013-2014**

Officers:

President: Rashidah Muhammad
Vice President: Daniel Cortese
Secretary: Barbara Winicki

College Representatives:

CAS: Yvette Brown
CBPA: Susan Ji
CHHS: Robin Washington
COE: Dan Hechenberger
UL: Linda Geller

Standing Committee Chairs (nonvoting *ex-officio*)

APRC: Sandra Gandy
EPC: Andrius Tamulis
UCC: Beth Parin

Parliamentarian (nonvoting *ex-officio*)

Maribeth Kasik