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University Faculty Senate (Assembly) Meeting  
Minutes

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4-14-1994

## University Senate Meeting #9 Minutes 4-14-94

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## UNIVERSITY SENATE MEETING #8

### MINUTES

APRIL 14, 1994

#### Call to Order

Chair C. Veri called the University Senate meeting to order at 4:00 p.m. on April 14, 1994.

#### Roll Taking

Secretary/Treasurer Shelpmann commenced Roll-Taking.

#### ABSENT MEMBERS:

K. Bussa, J. Charles, ~~P. Diamond~~, R. Lawson, S. Little, T. Merry, B. Winters, D. Winters

#### APPROVAL OF MINUTES

Ms. Shelpmann stated that the minutes of the March 17 meeting were available to all Senate members. Ms. Shelpmann moved and Ms. McGraw seconded a motion to approve the March 17 minutes with no revisions. The motion carried.

#### Announcements and Remarks from the Senate Chair - Clive Veri

Chair Veri thanked Mr. Creamer, Sue Porter, SSU's Legal Counsel, Mr. Miner and Jane Currey for their help in finalizing the SEA contract. Mr. Veri also announced the resignation of David Winters, Dean of Engineering Technologies and offered his condolences to Paul Crabtree and Kim Mitchell in the recent deaths of their mothers.

#### Announcements from the Senate Floor

Mr. Yang announced that UFA elections were underway and encouraged all faculty to participate.

#### Executive Board Reports

##### Vice Chair Report - John Kelley

Vice Chair Kelley reported that the proposed amendments to the US Constitution had been sent to all Senators. The recommended changes to the constitution were unanimously approved by the Executive Board, the petition of 20% of the US Senate membership is now completed and the formal consideration for the proposed changes will be on the May 12 US Senate agenda.

Secretary-Treasurer Report - Suzanne Shelpman

Ms. Shelpman stated that the beginning balance of the US budget to date was \$2,962.77 with disbursements of \$490.21, ending balance of \$2,472.56 and a carry-over balance of \$3,662.20.

Ms. Shelpman reported that because of the generosity of UIS, Academic Computing and the Library that the \$275.00 cost of the workshop on "Internet" was picked up by their departments. Ms. Shelpman also reported that the US Executive Board approved the FY '95 budget in the amount of \$10,805.00. She thanked all committee chairs for their help in gathering the information necessary to develop the new budget.

**Committee Reports**

Academic Affairs Committee - Steve Doster, Chair

Nothing to report at this time.

Affirmative Action Committee - Chris O'Connor

Mr. O'Connor stated that his committee had been meeting, but nothing else to report at this time.

Facilities Committee - Mike Day, Chair

Mr. Day reported that the next meeting of the Facilities Committee is scheduled for April 21 and that the committee will be considering one policy at that time.

Fiscal Affairs - Steve Midkiff (in Joanne Charles' absence)

Mr. Midkiff stated that the FY '95 budgets are in and are being reviewed. Hearings have been scheduled for April 25, 26 and 27.

Professional Development - Kaddour Boukaabar, Chair

Mr. Boukaabar announced that a workshop on "<sup>internet</sup>all-in-one" will be presented by Tess Midkiff. Several colleagues have signed up for the workshop and a waiting list has been established, with a June date to be considered for those on the waiting list.

Student Affairs - Dick Howard, Chair

Mr. Howard reported that the next meeting of the Student Affairs Committee is April 27 and that he had nothing else to report at this time.

**Unfinished Business**

None

## **New Business**

Mr. Veri announced that today was Student Senate President Joe Harris' last day as a Student Senator. Mr. Veri remarked that during the eleven years he has worked in the presidential capacity, he had found no-one, absolutely no-one, that has served students as well as Joe. Mr. Veri also noted that Mr. Harris will continue as a student representative on the Fiscal Affairs Committee of the US.

Mr. Veri also announced that today was John Kelley's last meeting as Vice Chair. Mr. Veri stated that John Kelley personifies the absolute best he's ever seen as a leader of a faculty group, and that the US has had one fantastic organizational year with Mr. Kelley as vice chair. Mr. Veri also stated that Mr. Kelley was a professor's professor and presented him the President's Award for notorious service. The US Senators gave Mr. Kelley a round of applause.

Ms. Shelpmann stated that Mr. Kelley gave great service to faculty and service to SSU beyond compare. She also noted that Mr. Kelley was always willing to compromise, was truly a friend and would be missed.

## **Adjournment**

The meeting was adjourned by acclamation at 4:20 P.M.

Respectfully submitted,

Patricia J. Moore  
Scribe

## 1.0 INTRODUCTION

Shawnee State University is obligated by law, executive orders and moral conviction to implement its Institutional Statement of Non-Discrimination. The University Senate by-laws, Sec. 7.2, establish an Affirmative Action Committee and specifies its charge and membership.

## 2.0 CHARGE AND MEMBERSHIP OF THE COMMITTEE

### 2.1 Charge of the Committee

The committee's activities shall include but not be limited to:

- 2.1.1 Calling to the President's attention, problems and concerns of an institutional nature related to discrimination;
- 2.1.2 Writing, reviewing, and recommending as appropriate, policies and procedures needed to deter acts of discrimination;
- 2.1.3 Planning and conducting educational activities that will sensitize the University community on issues related to equal opportunity and affirmative action.

### 2.2 Membership of the Committee

Membership shall consist of one faculty, one administrator */ATSS* and one staff. The faculty member shall serve as the committee chair. The Affirmative Action Coordinator and Student Body President shall serve as ex-officio (non-voting) members.

- 2.2.1 Membership terms will be as stated in Article VII: ELECTIONS of the University Senate Constitution.

PROPOSED CHANGES TO US CONSTITUTION:

*Withdrawn*

*Facilities Committee?*

OLD TEXT:

SECTION 2.1 MEMBERSHIP -- Membership in the Senate shall consist of (1) 53 elected members [27 faculty, 12 administrators, 7 staff, 7 students]; (2) University President (non-voting); (3) University Faculty Assembly President; (4) University Administrative Senate Chair; and (5) as ex officio members (non-voting): the Academic Deans (if not elected), Student Body President, Shawnee Education Association President, and the highest-ranking campus Communication Workers of America officer.

NEW TEXT:

SECTION 2.1 MEMBERSHIP -- Membership in the Senate shall consist of (1) 53 elected members [27 faculty, 12 administrators, 7 staff, 6 students]; (2) University President (non-voting); (3) University Faculty Assembly President (voting); (4) University Administrative Senate Chair (voting); (5) Student Senate President (voting); and (6) as ex officio members (non-voting) if not elected: the Academic Deans, Shawnee Education Association President, and the highest-ranking campus Communication Workers of America officer.

*Contingent upon approval vote at June meeting that by-laws section 2 is amended to remove one student from the facilities committee*

PURPOSE OF CHANGES: To give the vote to the Student Senate President and to allow SEA President and CWA highest ranking officer the opportunity to run for voting-position on the US, via possible election to a standing committee

OLD TEXT:

SECTION 2.2 VOTING MEMBERSHIP -- The voting membership of the Senate shall consist of the 53 elected members, UFA President, and UAS Chair.

NEW TEXT:

SECTION 2.2 VOTING MEMBERSHIP -- The voting membership of the Senate shall consist of the 53 elected members, the UFA President, UAS Chair and Student Senate President.

PURPOSE OF CHANGE: To reflect new voting status of Student Senate President.

OLD TEXT:

SECTION 3.1 MEMBERSHIP The Executive Board shall consist of the chairs of each standing committee (voting), the University President (non-voting), UFA President (voting), UAS Chair (voting), and serving as ex officio (non-voting) members: Student Body President, SEA President, and highest-ranking campus CWA officer.

NEW TEXT:

SECTION 3.1 MEMBERSHIP The Executive Board shall consist of the chairs of each standing committee (voting), the University President (non-voting), UFA President (voting), UAS Chair (voting), Student Senate President (voting), and serving as ex officio (non-voting) members: SEA President and the highest-ranking campus CWA officer.

PURPOSE OF CHANGE: Two of the three leaders of representative bodies internal to the University, President of UFA and Chair of UAS, have a vote in the EXBD. This change accords the same status to the chief executive officer of the Student Senate.

OLD TEXT:

SECTION 3.2 OFFICERS The University President shall serve as the Senate Chair; the UFA President shall serve as the Senate Vice Chair; and the UAS Chair shall serve as the Senate Secretary/Treasurer.

NEW TEXT

SECTION 3.2 OFFICERS The University President shall serve as the Senate Chair; the UFA President shall serve as the Senate Vice Chair; and the UAS Chair shall serve as the Senate Secretary/Treasurer. If an officer-elect is a member of a US standing committee, then he/she shall resign that committee membership effective with his/her assuming office as Senate Vice Chair or Senate Secretary/Treasurer.

PURPOSE OF CHANGE: To insure that no individual can claim a plural vote and to insure US officers have adequate time to devote to their duties and to encourage "global" thinking.

OLD TEXT:

SECTION 4.1 CHAIR The University President shall chair Senate and Executive Board meetings. A Parliamentarian for the Senate shall be appointed by the Senate Chair from the ranks of the elected Senate membership. The Chair shall call meetings of the Executive Board at least once a month.

NEW TEXT:

SECTION 4.1 CHAIR The University President shall chair Senate and Executive Board meetings. A Parliamentarian for the Senate shall be appointed by the Senate Chair from the ranks of the voting membership. The Chair shall call meetings of the Executive Board at least once a month.

PURPOSE OF CHANGE: To increase the number of Senators who are eligible to serve as parliamentarian.

OLD TEXT:

SECTION 4.3 SECRETARY/TREASURER The UAS Chair shall serve as Secretary/Treasurer and perform customary duties of the office, including roll taking, coordinating general membership meeting minutes which shall be recorded by chairs of the standing committees on a rotating basis. The Secretary/Treasurer shall provide an agenda for each Senate meeting no later than the first working day of the week of each scheduled meeting. Secretarial support services shall be provided by the office of the University President. Hard copies of official minutes shall be distributed to Senate members within fifteen days following each meeting and shall be available in the Library to all members of the University community. Unofficial copies shall be made available

via electronic mail to all subscribers. The Library shall keep and maintain an archive of University Senate meeting minutes.

NEW TEXT:

SECTION 4.3 SECRETARY/TREASURER The UAS Chair shall serve as Secretary/Treasurer and perform customary duties of the office, including roll taking and coordinating general membership meeting minutes. Secretarial support services, including recording of the general membership meeting minutes, shall be provided by the Office of the University President. The Secretary/Treasurer, however, shall be responsible for recording Executive Board meeting minutes.

4.3.1 -- The Secretary/Treasurer shall distribute an agenda for each Senate meeting no later than the first working day of the week of each scheduled meeting. In as far as practicable, Committee Chairs shall send supporting agenda documents to the Secretary/Treasurer via electronic mail for distribution with the Senate agenda. If supporting documents are not available in electronic format, Committee Chairs will provide hard copy documents to the Secretary/Treasurer immediately following Executive Board action, if possible, and the Secretary/Treasurer will distribute them via inter-campus mail.

4.3.2 -- Draft minutes of Senate meetings shall be distributed via electronic mail to Senate members within fifteen (15) days following each meeting and shall be available in the Library to all members the University community. Following each Senate meeting where minutes are approved by the membership, those official minutes shall be distributed via electronic mail to all subscribers. The Library shall keep and maintain an archive of University Senate meeting minutes.

PURPOSE OF CHANGE: To better utilize the campus electronic mail system and to help expedite the forwarding of Senate agendas and supporting documents.

OLD TEXT:

SECTION 5.10 FACULTY CONSENT -- In matters of academic freedom, academic misconduct, and curricular issues, the UFA has the right, through petition, to return recommendations to the Senate prior to presidential action. Such petitions shall represent a minimum of 25% of the total faculty and be presented to the University President within seven (7) working days after the Senate vote. The issue must carry 60% of the total faculty vote, and be returned to the Senate with suggested revisions within fourteen (14) working days of presentation of the petition.

NEW TEXT:

SECTION 5.10 -- In matters of academic freedom, academic misconduct, and curricular issues, the UFA has the right, through petition, to return recommendations to the Senate prior to presidential action.

5.10.1 -- When the University President receives a petition from 25% of the full-time faculty requesting that a US-adopted policy recommendation concerning one of the aforementioned issues be returned to the US, then he/she shall so notify the UFA President provided that no more than seven (7) working days have elapsed between the Senate action and his/her receipt of the faculty petition



5.10.2. -- If no more than seven (7) working days have elapsed between the aforementioned US action and the University President's receipt of the faculty petition, then the UFA President will either call a special UFA meeting to consider the petition or he/she shall place the petition as the first item of business on the agenda of the next regularly scheduled UFA meeting. In either case the UFA President shall insure a timely meeting so that UFA action on the petition shall take place no later than the fourteenth (14th) working day after the University President's receipt of the petition.

5.10.3 -- At the aforementioned special or regular UFA meeting, the petitioners shall present a resolution providing for suggested revisions of the University Senate-recommended policy. If the suggested revisions receive an affirmative vote from 60% of the entire full-time faculty, then the UFA President will forward the recommended revisions to the University Senate Chair within the fourteen (14) working days period indicated in Section 5.10.2.

5.10.4 -- Recognizing that the regular Faculty Consent process would be difficult to implement during the summer months but also recognizing that the Senate meets during the summer months, the following special Faculty Consent process shall apply during the summer months:

When the Senate adopts a recommendation on academic freedom, academic misconduct, or curricular issues at a US meeting taking place after the last day of Spring Quarter final exams and before the first day of the next Fall Quarter classes, then the President shall not act on the recommendation until fourteen (14) working days after Senate action.

If during that fourteen (14) working day period the President receives a petition from 20% of the total faculty requesting that he return the recommendation to the Senate, then he shall defer action on the Senate recommendation until after the tenth (10) working day of the succeeding Fall Quarter. If during those first ten (10) working days of that Fall Quarter the UFA adopts by an affirmative vote of 60% of the entire faculty a resolution suggesting revisions in the Senate's recommendation, then the President shall return the recommendation to the Senate for its reconsideration in the light of the UFA suggested revisions.

5.10.5 -- "Working days" in Sections 5.10-5.10.4 refers to those Mondays through Fridays when regular classes are scheduled at SSU. Holidays, and breaks between the academic quarters are not "working days."

PURPOSE OF CHANGE: To clarify Faculty Consent process.

OLD TEXT:

SECTION 5.9 ATTENDANCE -- Regular attendance at Senate meetings is expected. Absenteeism of more than three (3) meetings per Senate calendar year (October-September) will result in the review of a Senator's membership standing by the Executive Board. Upon notification by the Secretary/Treasurer, the Executive Board may review and refer a Senator back to his or her constituency for reaffirmation or re-election.

NEW TEXT:

SECTION 5.9 ATTENDANCE -- Regular attendance at Senate meetings is expected. Absenteeism from more than three (3) regularly scheduled meetings per Senate calendar (October - September) will result in the review of a Senator's membership standing by the Executive Board. The Secretary-Treasurer will notify the respective Senator and her/his constituent head regarding the absenteeism at least ten (10) days prior to the Executive Board meeting held to review the Senator's membership standing. The Executive Board shall review the attendance record and any information provided regarding the absenteeism and determine to either reaffirm the Senator or to declare the seat vacated. If the seat is declared vacated, then the Secretary-Treasurer will notify the relevant constituent group, requesting that it fill the vacancy.

PURPOSE OF CHANGE: To clarify the language and to allow Senators and their respective constituent heads the opportunity to present documentation regarding absenteeism prior to an EXBD review of a Senator's standing.

OLD TEXT:

SECTION 7.3 MEMBERSHIP OF COMMITTEES -- Each standing committee member will be elected by their appropriate constituency to a specific committee. Election to committee constitutes voting membership in the Senate.

NEW TEXT:

SECTION 7.3 MEMBERSHIP OF COMMITTEES -- Each standing committee member will be elected by their appropriate constituency to a specific committee. Election to a committee constitutes voting membership in the Senate.

7.3.1 -- If elected to a standing committee the SEA President and the CWA highest ranking officer may not serve as a chair of the committee.

7.3.2 -- The US Vice Chair, Secretary/Treasurer and the Student Senate President may not serve as members of standing committees. Should any standing committee member be selected to occupy one of these positions, then he/she shall resign their committee position effective at the time they assume their new role as an officer of the Senate or as Student Body President. The Secretary/Treasurer shall notify the appropriate constituency group of the standing committee vacancy and request that it be filled.

PURPOSE OF CHANGE: (7.3.1) To avoid the possibility that the SEA/CWA leaders might serve in dual capacities on the EXBD, both as ex officio members and as committee chairs. (7.3.2) To insure that the US Vice Chair and Treasurer have the freedom to devote themselves to duties in their new offices.

PROPOSED CHANGES TO US CONSTITUTION'S BYLAWS:

Bylaws to Article 7: Committees

Section 7.2

Old Text:

ATHLETIC AND INTRAMURAL COMMITTEE

Membership--Membership shall consist of three faculty, one administrator, one staff and two students (one male and one female athlete).

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Charge--The committee's activities shall include but not be limited to:

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- 4. recommending goals and objectives

New Text:

ATHLETIC AND INTRAMURAL COMMITTEE

Membership--Membership shall consist of three faculty, one administrator, one staff, and two students (one male and one female athlete, one whom is a varsity athlete and the other an intramural athlete who participates in organized sports.)

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Charge--The committee's activities shall include but not be limited to:

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- 5. reviewing schedules.

PURPOSE OF CHANGE: To increase likelihood that at least one student member will be able to attend regular US meetings and to recognize that the committee serves a broader athletic constituency than varsity athletics. To place some limits on schedules.

ANITA GILMER