

FACULTY SENATE SUMMARIZED MINUTES

**2009-2010 UNM Faculty Senate
October 27, 2009**

(DRAFT-AWAITING APPROVAL AT THE NOVEMBER 24, 2009 FACULTY SENATE MEETING)

The Faculty Senate meeting for October 27 was called to order at 3:05 p.m. in the Domenici Auditorium at the School of Medicine. Senate President Douglas Fields presided.

President Doug Fields called for a motion for quorum. Quorum was achieved with 24 senators present.

1. ATTENDANCE

Guests Present: Committee on Governance Member Eleni Bastea (Architecture and Planning), Associate Dean Philip Ganderton (Arts and Sciences), Merle Kennedy (Staff Council), Committee on Governance Member Tim Lowrey (Biology), and Committee on Governance Chair Ursula Shepherd (University Honors).

2. APPROVAL OF THE AGENDA

The agenda was approved as written.

3. APPROVAL OF SUMMARIZED MINUTES FOR SEPTEMBER 22, 2009 MEETING

The minutes were approved with as written.

4. FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Douglas Fields reported the following:

- President Fields emphasized the importance of senators attending Faculty Senate meetings.
- The faculty requested audit is going forward under the control of the Regents Audit Committee.

There will be an agreed upon procedures that will be worked out with the audit firm Moss Adams. How the procedures are determined remains unclear to President Fields. President Fields requested that he be at all meetings between the audit firm and university officials. He is working with the regents to clarify the process.

President Fields will be meeting with Regent Gene Gallegos. Regent Gallegos is the chair of the Audit Committee. President Fields invites all senators and any faculty that are interested to attend to attend the meeting.

President Fields is trying to recruit someone from the Anderson School of Management with audit experience to assist him in the process.

- The regents have delayed voting on the Master Plan at the faculty's request. However, at the same meeting, the regents voted to approve a contract with American Campus Communities to build a dorm complex on South Campus. The contract binds the Master Plan to allow dorms on South Campus. There are recommendations from the Campus Development and Advisory

Committee (CDAC). There are administrators on CDAC but few faculty attend the meetings. There may have been little faculty voice on the recommendations.

- Respectful Campus Policy has made it through the University Counsel office and is back at the Policy Committee. The Provost's Office and Human Resources are considering an Ombudsman.
- The General Faculty meeting is Wednesday, November 4 at 3:00 p.m. in Woodward Hall 101. This meeting is a follow-up to the February 25, 2009 General Faculty Meeting. Collegial interactions between the regents, the administration, and faculty have improved some. Much more needs to be done. The discussion must occur at the General Faculty meeting. President Fields requests that senators encourage their constituents to attend.
- The budget bill, House Bill 17, is awaiting action by Governor Bill Richardson. In it, there are 4% cuts to Instruction and General (I&G) funds. There are also 6.5% below-the-line cuts to Special Projects. The Provost and the Deans are discussing the layout below.

	Unrestricted Instruction & General Fund Balance Change			AA use of Fund Balance to cover mid-year rescission (2)
	FY08 Ending Fund Balance	FY09 Adj Ending Fund Balance (1)	Change from Prior Year	
College of Arts Sciences	1,245,392	2,583,727	1,338,335	1,384,442
School of Engineering	1,113,511	897,358	(216,153)	364,818
College of Education	516,533	1,358,162	841,629	357,666
University Libraries	188,148	203,169	15,021	-
Provost Admin Units	1,300,484	2,096,549	796,065	321,538
College of Fine Arts	1,841,493	1,922,855	81,362	58,690
School of Law	(100,917)	127,949	228,866	127,948
Anderson Schools of Management	333,191	216,661	(116,530)	-
VP Enrollment Management	1,202,790	701,846	(500,944)	178,078
VP Student Affairs	652,174	527,297	(124,877)	N/A
School of Architecture Planning	166,952	468,770	301,818	84,342
University College	157,156	135,973	(21,183)	79,385
VP Institutional Diversity	122,544	503,046	380,502	47,071
Extended University	1,433,828	1,487,470	53,642	46,412
Office Graduate Studies	160,363	316,755	156,392	43,254
School of Public Administration	164,523	133,647	(30,876)	-
VP Resrch & Econ Devlpmt	(797)	4,754	5,551	2,571
Continuing Education	85,365	(647,163)	(732,528)	-
	10,582,733	13,038,825	2,456,092	3,096,215

(1) FY09 Ending Fund Balance adjusted down to reflect the \$750,000 AA contributed to balance the original FY10 budget. While most of these balances are available, these figures include encumbrances, state special appropriations and course fee balances

- The Student Veterans of UNM have requested observance of Veteran's Day at UNM. The Faculty Staff Benefits Committee will investigate and report to the senate. University closure is an unaffordable option. The committee will consider other ways to recognize veterans.
- Multi-term registration is an issue. There is a lot of concern that multi-term registration will have a large impact at the department level. Vice President Carmen Alvarez Brown (Enrollment

Management) believes strongly that multi-term registration aids in retention. President Fields believes that the Admissions and Registration Committee should comment and have input before the policy is implemented.

- The University Press Committee membership and charge issues seem to be resolved.
- The Lecturer Task Force presented their report to the Operations Committee. The Operations Committee made some suggestions. The Lecturer Task Force will next present their report to the Academic Freedom and Tenure Committee.
- The Workload Policy is a continuing discussion with administration.
- The Core Curriculum is being reviewed by a committee chaired by Associate Professor Michelle Kells (English). The committee was started by then Higher Education Secretary Peter White. The new Higher Education Secretary, Viola Florez, has decided not to push the Core Curriculum as an initiative. There is a continuing discussion of who owns the core. The faculty must take ownership of that.
- The process to submit applications for federal work is being reviewed. The Vice President for Research and the Research Policy Committee (RPC) are working on it. There is a new chair of RPC.
- President Fields stated that the work of the senate is very important. The faculty must maintain the academic mission of the university. The mechanism for this action is the Faculty Senate. President Fields asks senators to attend all meetings and to stay until the meeting adjourns. President Fields asks for suggestions to make Faculty Senate better. Information back from the units is essential.

5. APPROVAL OF FORMS C FROM THE CURRICULA COMMITTEE

The following Forms C were approved by voice vote of the Faculty Senate:

Revision of Associate of Science Pre-Engineering, Los Alamos

Revision of BBA Concentration in International Management in Latin America, Anderson School of Management

6. REVISION OF POLICY C-70 CONFIDENTIALITY OF FACULTY RECORDS

President Fields presented the following revision to Policy C-70. The policy has been reviewed by University Counsel, AF&T, the Policy Committee, and the Operations (Ops) Committee. After brief discussion, the policy was unanimously approved.

C70 *Policy*

CONFIDENTIALITY OF FACULTY PERSONNEL RECORDS

(adopted by the Faculty Senate 4/15/80 and the Regents 7/28/81) Revisions approved by the Faculty Senate 3/25/03 as recommended by the Academic Freedom and Tenure Committee; approved by the Faculty Senate 4/22/03; approved by the Regents 5/16/03)

Personnel files concerning faculty of the University of New Mexico, shall be gathered, retained, disclosed, and used by academic or administrative units of the University subject to the following rules:

1. Collection and Retention of Information

1.1 No more than one personnel file shall be maintained in each of the following locations:

- (1) the faculty member's department (or other primary academic unit),
- (2) the faculty member's college,
- (3) and/or in the office of the Provost or Vice President for Health Sciences.

Collectively, these documents are referred to in this Policy as "faculty personnel files." Designated faculty personnel files must include any written information used to any degree in making a decision concerning the employment, rank or status of a faculty member.

Faculty personnel files shall be compiled or retained by an academic or administrative unit of the University solely for the purposes of administering the University personnel system, including the consideration of promotion, tenure and separation from employment.

1.2 An item of information may be introduced into a faculty personnel file only if accompanied by written identification of the source of the information subject to the right of peer or student evaluators to keep their identities confidential from the faculty member evaluated as provided in section 2.2.

1.3 Administrators with responsibility for the creation of faculty-personnel identified in 1.1 above are responsible to maintain the file and its security during the faculty member's employment at the University and at least five years thereafter (files of emeritus faculty shall be maintained during the faculty member's lifetime and at least two years thereafter).

1.4 The administrative officer responsible for maintaining faculty personnel files shall notify faculty in writing of any material deleted from their faculty personnel files, the nature of the material and the reason for the action. In a similar manner, faculty shall be notified in writing of any material added to their file(s) with respect to which they have not been copied. Faculty members have the right to know and the responsibility to examine their personnel files. However, as defined in sections 2.2 and 2.3, faculty cannot have access to confidential information.

2. Access to Information by the Faculty Member

2.1 Each faculty member has the right to inspect and review without unreasonable delay by the university (normally within two weeks) any record or file maintained on him or her by the University subject to the provisions of this Policy and any limitations imposed by law. If additional time is needed to produce a record for inspection, the faculty member shall be informed in writing of the reason for the delay and the date such record will be available. Each faculty member has the right to challenge the accuracy of any item of information in her or his faculty personnel file, including the right to introduce rebuttal statements or evidence into the files. The faculty member may request the administrative officer of the unit maintaining the file to amend or delete any item of information contained in the file. The administrative officer shall respond to a faculty member's request within two weeks, and if the request is denied, shall state in writing the reasons for the denial. The decision of the administrative officer must be approved by the Dean and the Provost's Office/Vice President for Health Sciences.

2.2 The University respects the desire of many authors of faculty evaluations to keep their identities confidential, including from the faculty member being evaluated. Such matters of opinion include letters of reference for employment, internal peer evaluations of a faculty member, student evaluations, letters received from peer reviewers outside the University, as well as those portions of the recommendations of the faculty member's chair or dean or the Associate Provost that may reveal the identities of peer or student evaluations.

a. If a faculty member makes a request to review and/or copy such evaluations, an academic administrator, prior to permitting such review or copying, shall redact material that may reveal the identity of the author. If it does not appear feasible to protect the identity of the author through redaction, the document may be accurately summarized in writing for the faculty member instead. If the author of an evaluation submits a written waiver of confidentiality, the evaluation may be reviewed or copied by the faculty member without redaction. If requested by the faculty member, a member of the Provost/VPHS office and a member of the Committee on Academic Freedom and Tenure designated by the Chair of the Committee shall verify the accuracy of the redacted or summarized documents.

b. If such information is requested by a third party, the faculty member shall be advised of the request prior to the release of the information.

2.3 To the extent information is confidential under this Policy, or privileged under law (for example, materials subject to attorney-client privilege), it shall not be available for inspection by the faculty member. Such information shall be retained separately and shall be available for inspection only by University officials whose duties make it necessary for them to know the particular information. In the case of privileged information, the administrative officer of the academic or administrative unit maintaining the files shall introduce a memorandum that states the nature of the privileged information, its date and source and the type of privilege asserted.

3. Public Access to Information about Faculty Members

3.1 Any person is entitled to the following public information maintained by the University concerning a faculty member: present position, department, salary, dates of employment, and curriculum vitae, including educational qualifications, past employment, progress at the University (initial employment, promotions, attainment of tenure, sabbaticals), publications, news items, awards and achievements. A faculty member may give written authority for the release of other information, said letter to be maintained in the faculty member's faculty personnel file.

3.2 Other than as provided in Section 3.1, records or information concerning a faculty member shall be made available by the custodian of a file of record only to those members of the University who have an official role in the evaluation of that faculty member for purposes of employment, rank, status, salary, or other such decisions and whose role makes it necessary for them to know the contents of that faculty member's file.

3.3 All requests for information from persons who are not members of the University shall be referred to the University Custodian of Public Records, which will coordinate a proper response with the appropriate Faculty Contracts Office. The Custodian shall attempt to advise the faculty member by email and his or her telephone number of the request for the release prior to the release of any records. In coordination with the Custodian, the appropriate Faculty Contracts Office shall make available for inspection upon request the releasable information concerning a faculty member. A record of the name and address of any member of the public making such request shall be kept in the faculty member's faculty personnel file at the Provost/VPHS office and be available for inspection by the faculty member.

7. MASTER PLAN RESOLUTION

Operations Committee member Mary Lipscomb presented the following resolution regarding the Master Plan. Mary Lipscomb is the liaison from the Ops Committee to CDAC. An initial recommendation came out of CDAC but it did not reflect the views of faculty very well. The regents want a response from faculty at the November 10, 2009, Board of Regents meeting. The resolution below moves that senate-members and faculty would meet to develop a resolution on the Master Plan. The proposed resolution would be electronically voted on by the senate before being sent to the BOR.

After minimal discussion, the resolution was unanimously passed. President Field asked senators to go back to their constituents and ask them to review the Master Plan and provide feedback. The Master Plan is available on the web.

Faculty Senate Resolution on the Master Plan

Whereas there has been concern of some aspects of the master planning process and specifics of the master plan,

Therefore, be it resolved that a meeting of Senators and other interested faculty be held at 3:00 p.m., November 3, 2009, to prepare a set of recommendations in regard to the currently proposed Master Plan for an immediate electronic vote of the Senators, which will be presented to the UNM Board of Regents at their meeting on November 11, 2009, if approved by majority vote of those Senators voting.

8. COMMITTEE ON GOVERNANCE: GENERAL FACULTY MEETING

Committee on Governance Chair Ursula Shepherd reminded the senate of the General Faculty meeting on Wednesday, November 4, 2009, at 3:00 p.m. in Woodward Hall Room 101.

Chair Shepherd announced that there has been information sent out to faculty. The Committee on Governance and the Operations Committee will be meeting after the senate adjourns today.

The resolutions that have been submitted by faculty members will be reviewed. The agenda for the meeting will be sent after it is finalized along with any possible motions. It should be out by Monday, November 2.

There will be a quick report by President Fields on the state of the audit. There will be a quick report from University President David Schmidly on the six-points from the February 25, 2009 General Faculty meeting. President Schmidly has been asked to give a brief report on budget issues at the present time. It will be an overview of where the university is now that the state legislature has met. There will also be a questions and answers period for the reports. A discussion is planned for the issues from the HLC report on shared governance in context with the current budget situation.

The message to the administration and the regents is that faculty are still interested and engaged on the issues.

A quorum of 180 voting faculty is required to conduct official business. Chair Shepherd urges people to get out and encourage attendance.

Tickets will be available in advance to prevent faculty from needing to wait in a long check-in line. The meeting has to be in Woodward Hall due to availability, and it does not allow for checking-in easily.

9. REORGANIZATION

President Doug Fields presented the following proposal for discussion on faculty governance and faculty senate restructuring at UNM. President Fields stated that this is a white-paper, a pre-proposal. There is nothing solid about it. There are some core ideas that make a lot of sense to the people that have been involved with Faculty Governance. There are other parts where it is unclear how it will fit together, especially lines of authority and the role of the Faculty Senate. The key ideas are critical to any changes made to the Faculty Senate. Presently, the Ops Committee is not of the same mind on how to restructure, but agrees that changes need to be made. The process to change the Faculty Handbook (FHB) has many stages, one of which is two General Faculty meetings held 4 weeks apart for comment and input. Then, two-thirds of the faculty must approve before it moves to the BOR.

Faculty Senate Structure (A Proposal)

Preface

- I would like to take some time at the next meeting of the Faculty Senate to begin discussing with you (and through you, with the overall faculty) about revising the structure through which the Faculty Senate conducts its business. It has become increasingly difficult for the Faculty Senate President and the Operations Committee (OPS) to adequately meet all the legitimate needs and time demands of their respective roles. It is also increasingly difficult for the Faculty Senate to respond to new initiatives and weigh in proactively on strategic directives coming from the Administration, the Regents, and our wider organizational environment. If shared governance within the University is to really work well, and lead UNM in the best strategic pursuit of its academic mission in the future, I believe we simply *have to have* a structure that both embodies democratic practice *and* is capable of responding in an efficient way which is less centralized in the person of the FS President.
- The initial proposal attached strives to do this, and is intended only to initiate discussion in this direction. The Operations Committee has discussed it extensively, and I have consulted with many other individuals. **This is not a finished product.** Indeed, the point of bringing this proposal – call it a pre-proposal – to you today is to ask for your counsel, insight, and concerns in how best to address the need for a democratic, more efficient, and less centralized structure. Throughout this proposal, I attempt to identify what I think are core components necessary to meet this end, and to identify areas of uncertainty for which there are many valid solutions. I invite your input and reaction to all of it.
- In putting this proposal together, the members of the task force realize that while many of the problems that the Faculty Senate and its committees are facing could be fixed without changing the structure (by garnering more faculty and administration support for the missions of the committees, etc.), however, we feel that these are symptoms of the underlying structural problems.

Statement of Purpose

- The University of New Mexico Faculty Senate Operations Committee created a Task Force on Structure to form a proposal for restructuring the Faculty Senate to be more responsive and flexible to the needs of the faculty, administration and the University as a whole.

Executive Summary

- The current structure of the UNM Faculty Senate is not optimized for flexibility and responsiveness. We propose to build umbrella structures (Councils), led by elected faculty leaders. These Councils will have broad authority within their domains to create and define committee structures and to make operational decisions in collaboration with the Faculty Senate and administration representatives. Policies formed by Councils (or Committees of the Councils) would be taken to the Faculty Senate for adoption or rejection.

Current Faculty Senate Structure

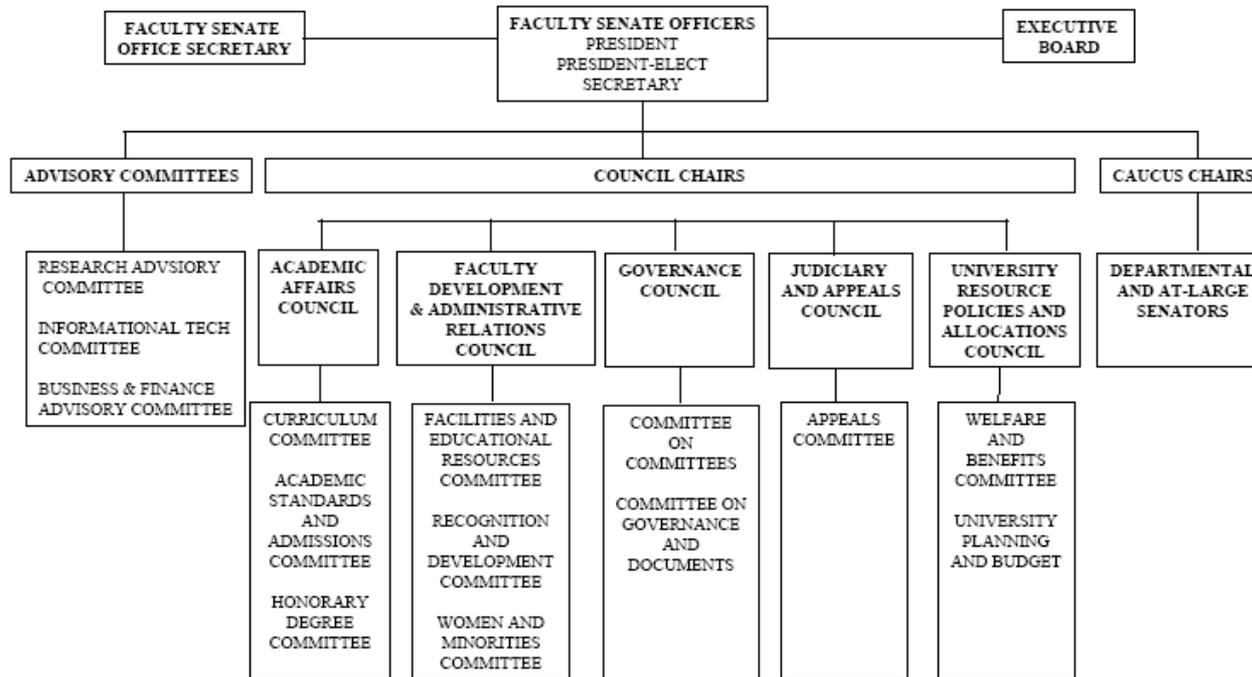
- The current structure of the UNM Faculty Senate is as follows:
 - The Faculty Senate is comprised of Senators elected from the entirety of the UNM campus, including the branch campuses. There are 55 Senators divided between the various units, with an addition 8 at-large Senators.
 - There is one executive committee, known as the Operations Committee (OPS) of the Faculty Senate. It is comprised of the FS President, the President-elect, the past-President and 4 members, all elected by the Faculty Senate. The charge of this committee is to oversee the workings of the FS Committees, set the agendas for the Faculty Senate Meetings, and be a conduit between the administration and the FS Committees and Faculty Senate.
 - The standing Committees of the Faculty Senate are currently:
 - Admissions and Registration Committee
 - Athletic Council
 - Budget Committee
 - Campus Planning Committee
 - Computer Use Committee
 - Curricula Committee
 - Faculty Ethics and Advisory Committee
 - Faculty and Staff Benefits Committee
 - Graduate Committee (members appointed by Colleges/Schools)
 - Governmental Relations Committee
 - Intellectual Property Committee
 - Library Committee
 - Policy Committee
 - Research Allocations Committee
 - Research Policy Committee
 - Scholarship Committee
 - Teaching Enhancement Committee
 - Undergraduate Committee
 - University Honors Council
 - University Press Committee
 - Each of these committees has, in its charge, a definition of the faculty voting members and administrative, staff, and student ex-officio (non-voting) members. The faculty membership usually is defined in such a way as to have representation on the committee by as diverse a group as possible.

Structures at Other Universities

- There are as many Faculty Governance structures as there are universities. A full study on the efficacy of each structure is beyond the scope of this document. We present here one example of a structure that is similar to what we are envisioning for UNM. Below is the organizational chart for Iowa State University Faculty Senate. Many others (University of Washington, SUNY, University of Virginia...) have similar structures.

Iowa State University Faculty Senate

FACULTY SENATE STRUCTURE



Summary of Criticisms of the Faculty Senate Structure

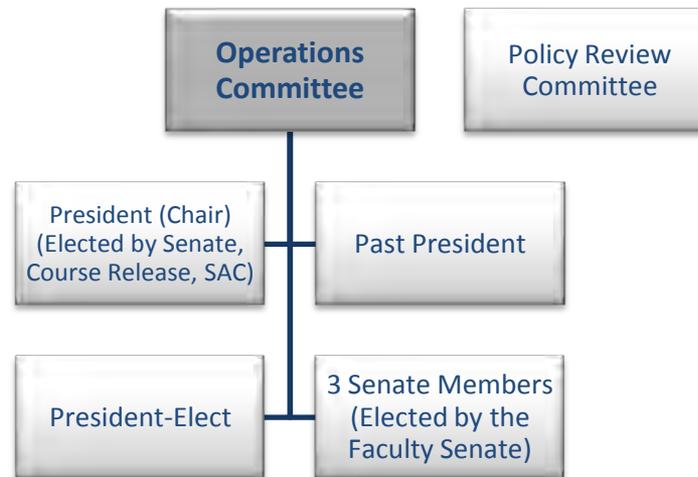
- The number of committees reporting directly to the OPS committee:
 - Makes it hard to organize tasks
 - Makes it difficult for faculty and administration to decide which committee to go to with issues
 - Makes it difficult for faculty to understand responsibilities, and decide on which committee to sit
 - Dilutes the authority and power of each committee
 - Makes it impossible to offer compensation for committee chairs
- Rigidity of charges
- Rigidity of membership

Proposal for Structure

- The general guidelines for this proposal for Faculty Senate structure are:

The Operations Committee

- The Operations Committee of the Faculty Senate (OPS) will be composed of the President of the Faculty Senate (Chairs the OPS committee), the past-President, the President-elect and three at-large members of the Senate. The charge of the Operations Committee is to coordinate issues that cross Council boundaries, act as an information conduit from global structure such as the Regents, upper administration and the general faculty and staff, and to provide a conduit of information from the councils back to these general structures. The Operations Committee meets weekly, and monthly with the chairs of the Faculty Senate Councils (as the Executive Council, see below).



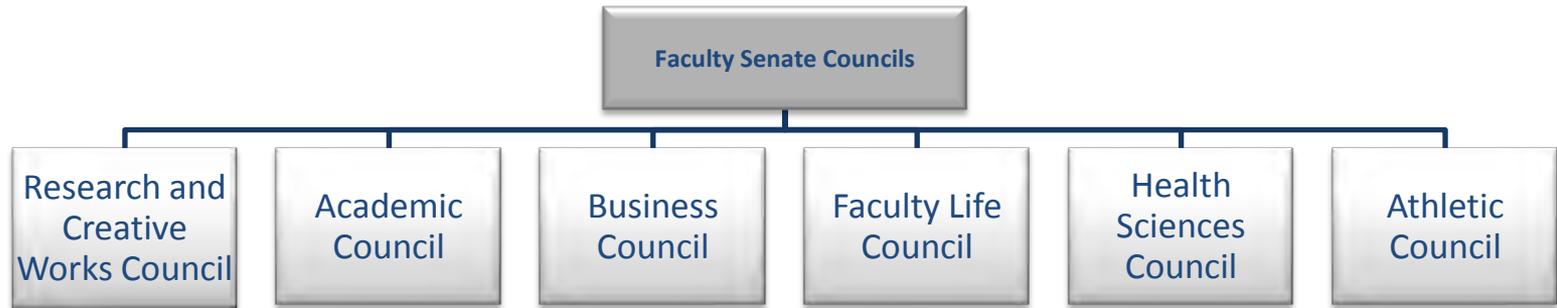
Policy Review Committee

- The Policy Review Committee is charged with oversight of policies in the faculty handbook and in Big Red. Voting members of the committee are: the Chair (elected to a two-year term by a vote of the Faculty Senate, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any sub-committees of the Policy Review Committee (both standing and ad-hoc committees, appointed by the Policy Review Committee Chair). Non-voting members of the Committee include a representative of the University Counsel's office. The council meets monthly, or as needed.

Faculty Senate Councils

- The Councils of the Faculty Senate are created paralleling the divisions of university life - Research and Creative Works Council, Academic Council, Business Council, Faculty Life Council, Health Sciences Council, and Athletic Council. Each Council is chaired by a faculty member elected by the faculty as a whole, and given appropriate course release(s) and special administrative compensation (SAC) to allow the Council Chairs to fulfill their duties and to attract experienced faculty into these positions. In addition, each Council has three representatives from the faculty senate, elected by that body. Non-voting members of each Council from the administrative structure bring knowledge of current situations and facilitate dialog between administrative and faculty governance structures. Each Council may have standing Faculty Senate Committees assigned to it (by the OPS Committee), but are charged with the design of each committee's charge, membership and duration of existence, with the approval of the faculty senate.

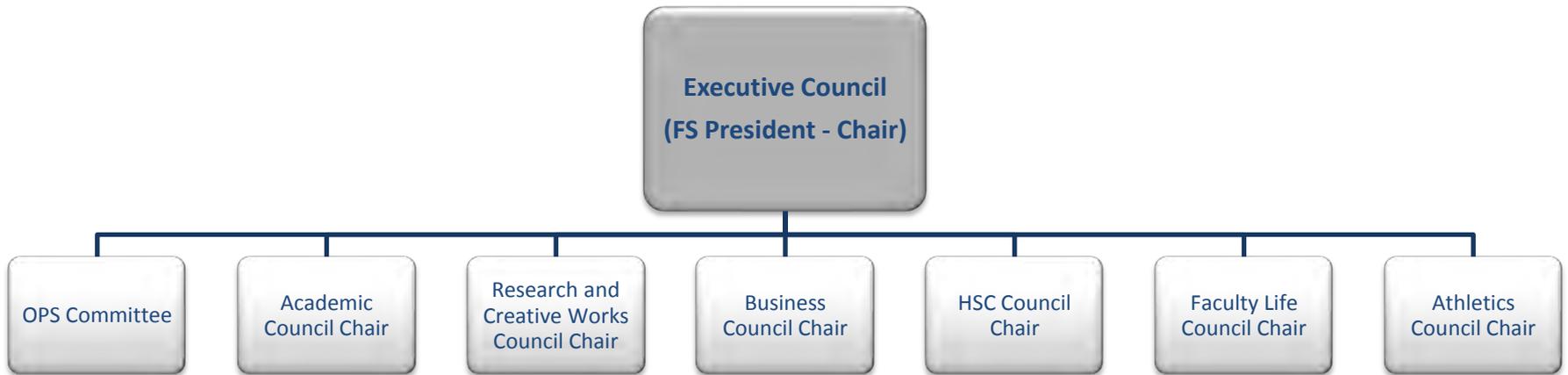
Faculty Senate Councils



Executive Council

- The OPS committee, together with the chairs of the Councils, form the Executive Council of the Faculty Senate. The charge of the Executive Council is to coordinate activities across Councils, ensure that information (policies, resolutions, etc.) flows promptly from the Councils to the Faculty Senate, and that issues brought up at the University-wide level finds the appropriate place within the Council structure for deliberation. The Executive Council shall meet monthly throughout the year.

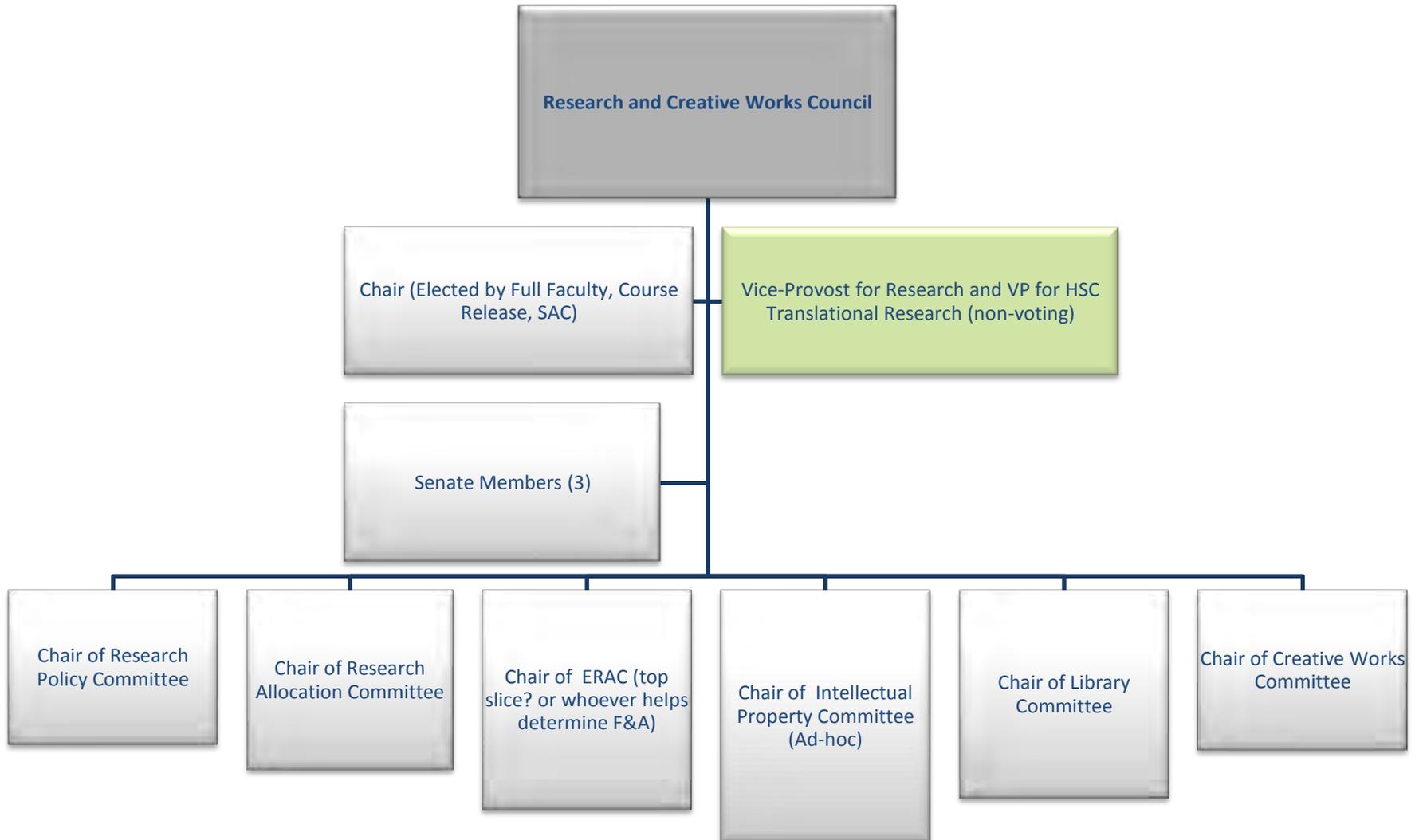
Executive Council



Research and Creative Works Council

- The Research and Creative Works Council is charged with oversight of the research endeavor of the university including both “big-science” and smaller, unfunded or underfunded creative works. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-Provost for Research and the HSC Vice-Provost for Research, and Council committee members. The council meets monthly.

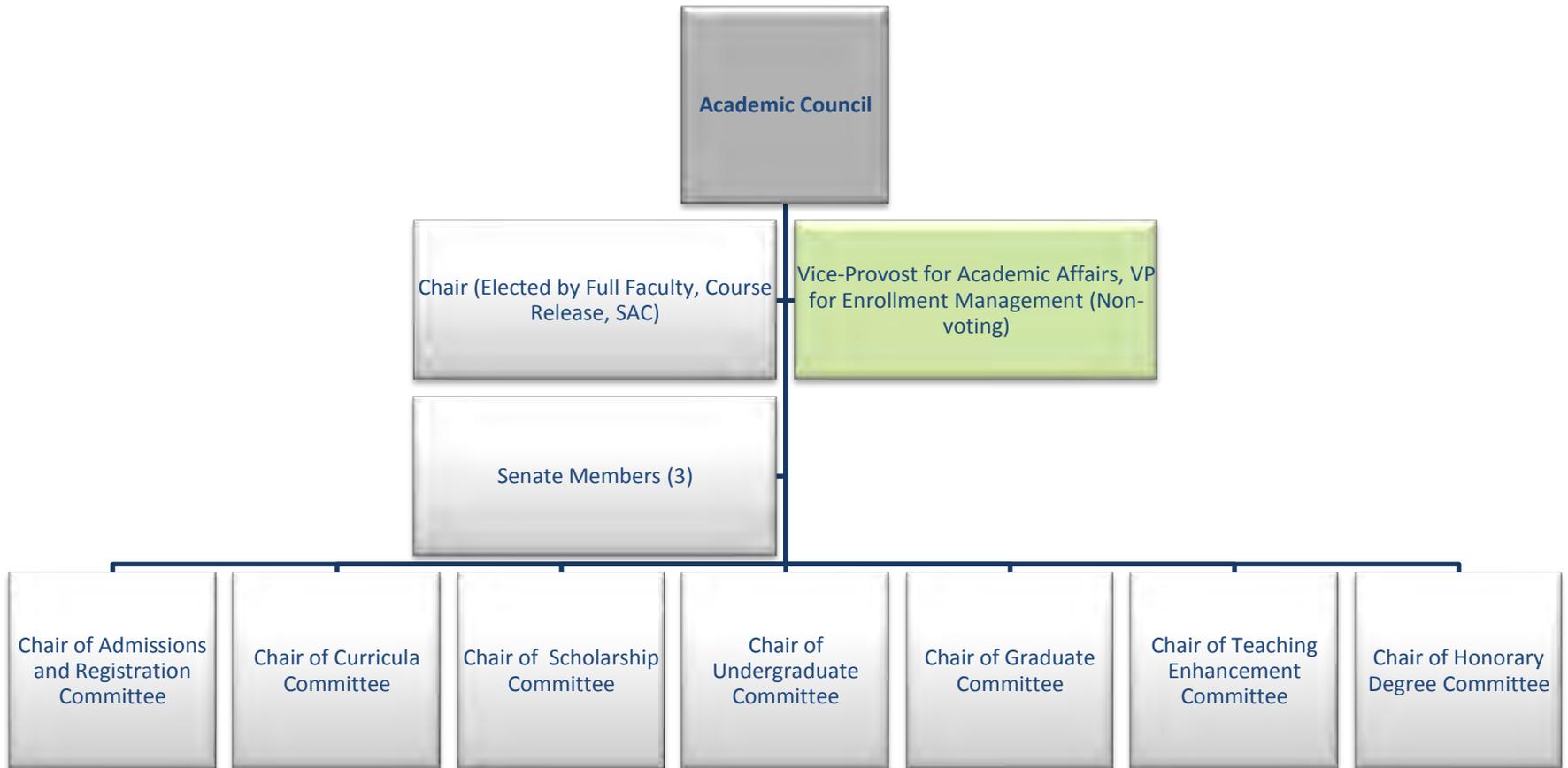
Research and Creative Works Council



Academic Council

- The Academic Council is charged with oversight of the teaching and curricula of the university including at the undergraduate, graduate and professional levels. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-Provost for Academic Affairs, the VP for Enrollment Management, and Council committee members. The council meets monthly.

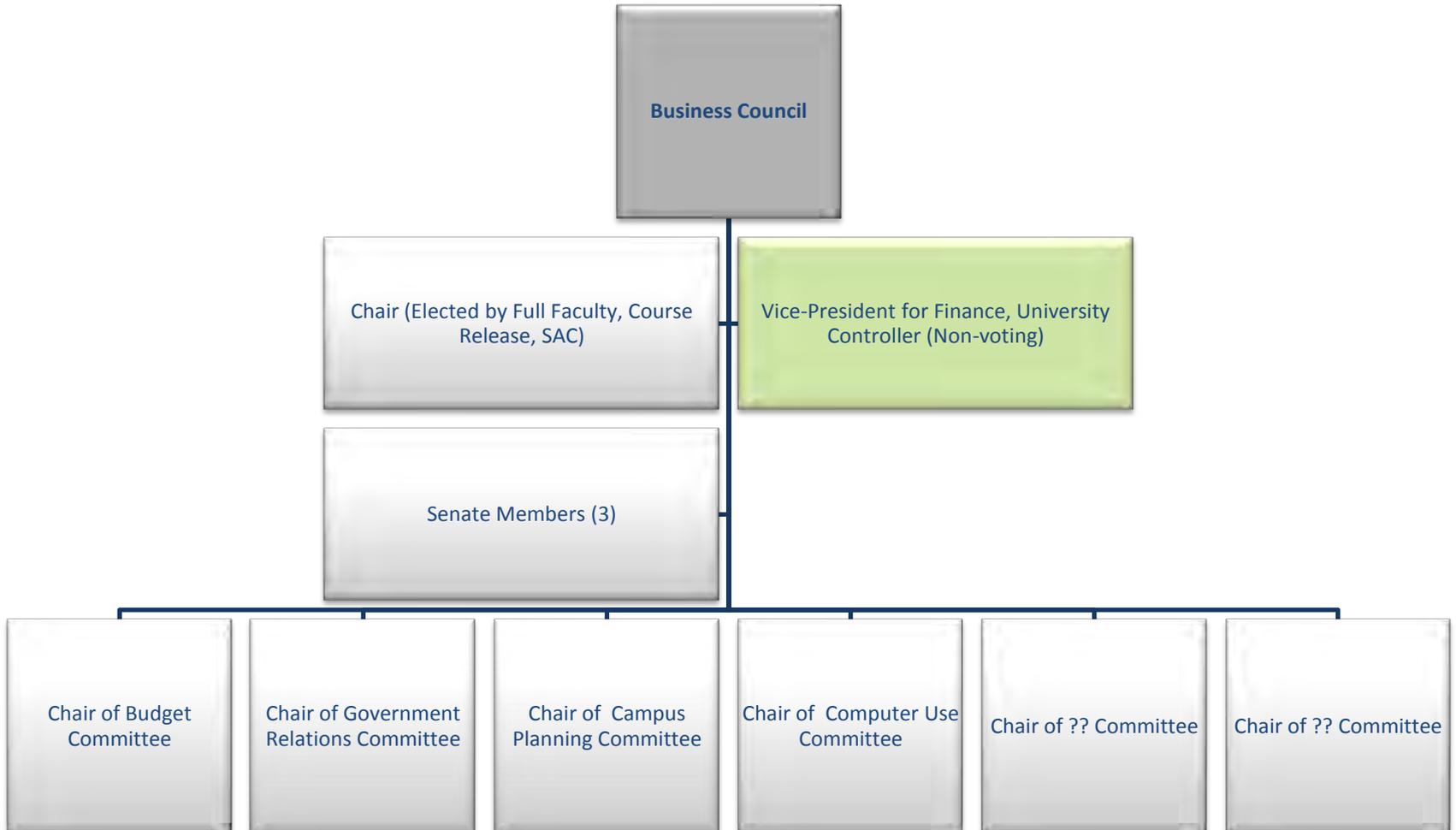
Academic Council



Business Council

- The Business Council is charged with oversight of the business aspects of the university including the budget, government relations, campus planning, capital projects, etc. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Finance, the University Controller, and Council committee members. The council meets monthly.

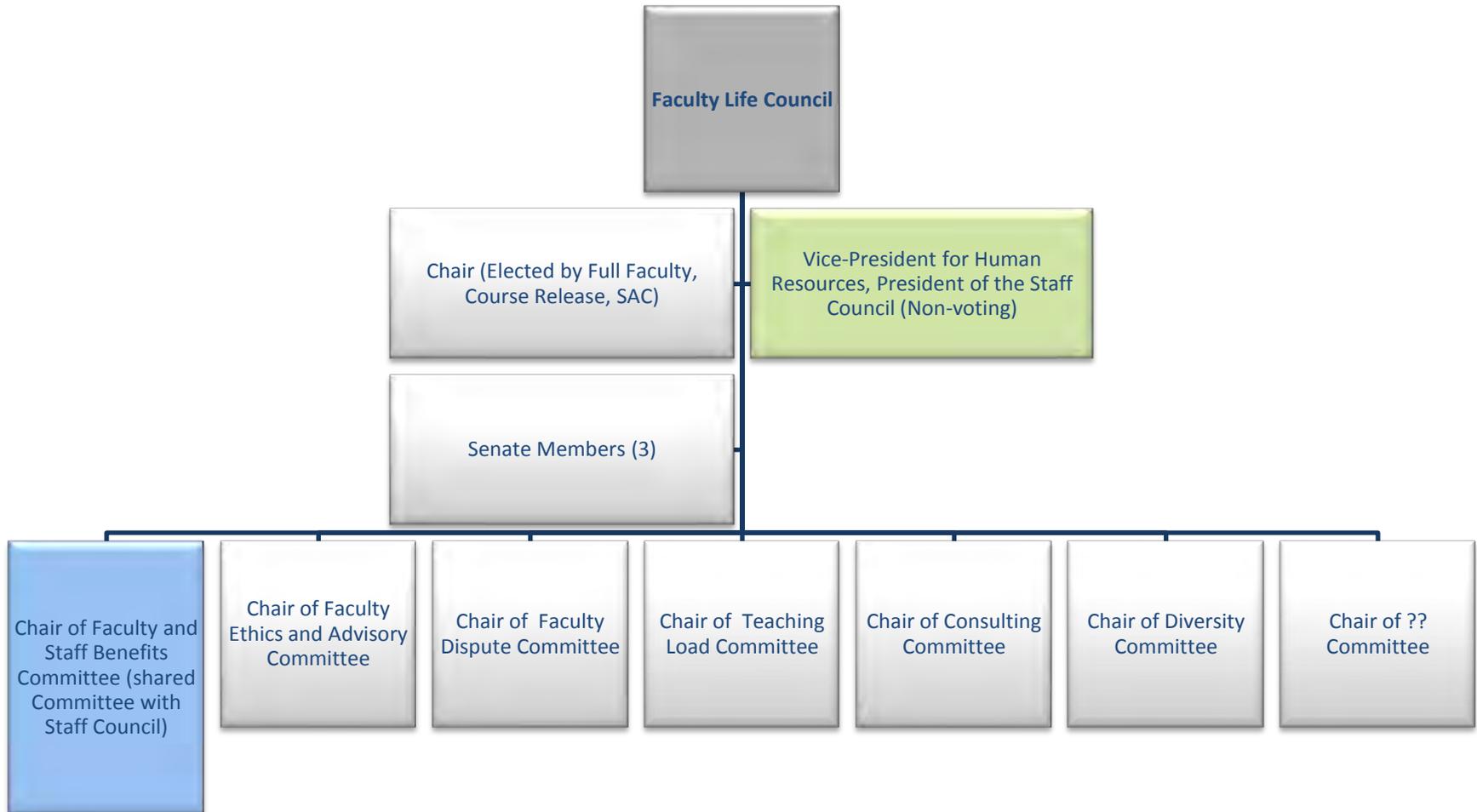
Business Council



Faculty Life Council

- The Faculty Life Council is charged with oversight of faculty benefits, faculty responsibilities, faculty ethics, as well as the Faculty Club. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Human Resources, the President of the Staff Council, and Council committee members. The council meets monthly.

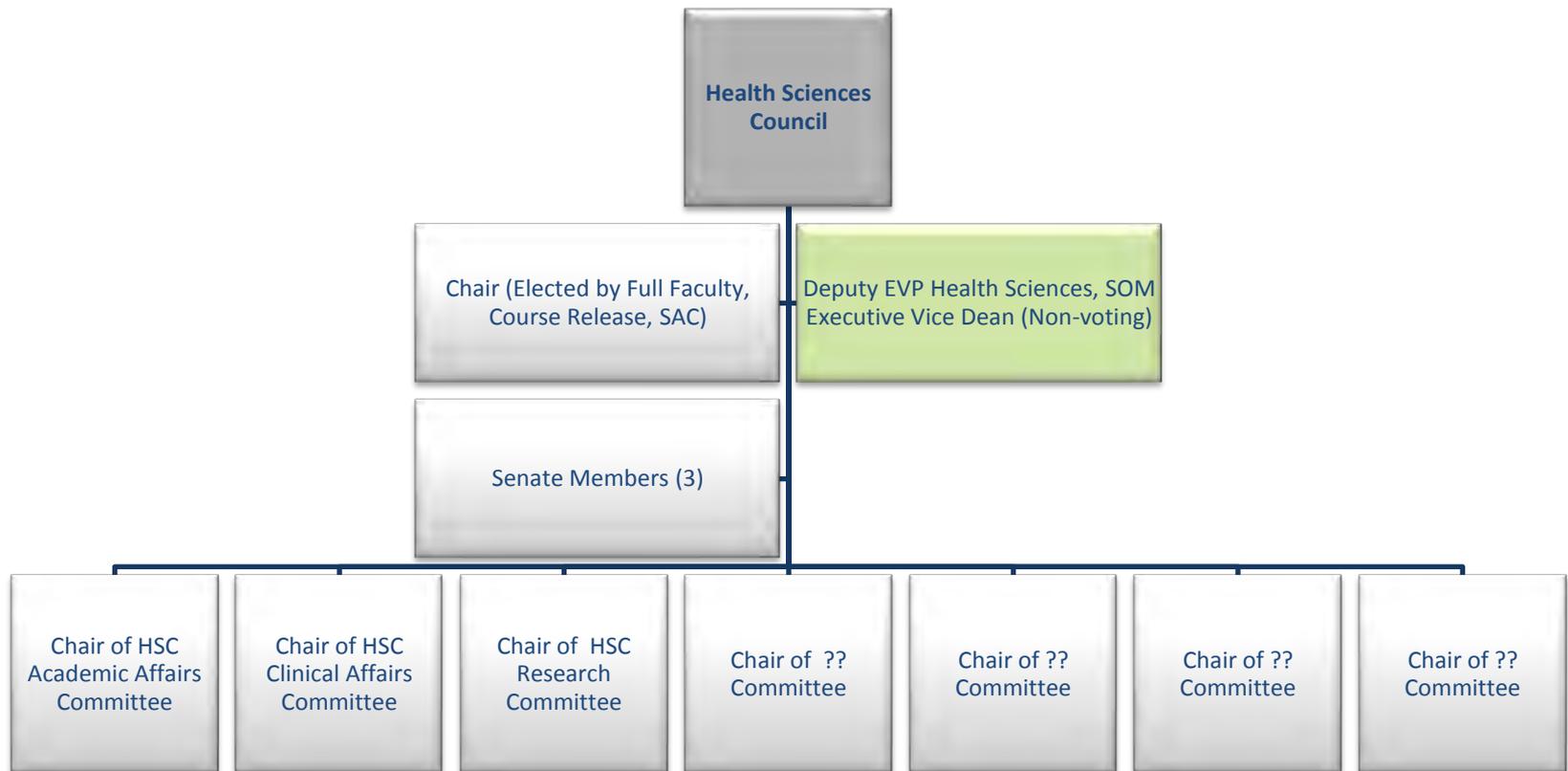
Faculty Life Council



Health Sciences Council

- The Health Sciences Council is charged with oversight of faculty issues that are unique to the Health Sciences Center and the School of Medicine. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-President for Human Resources, the President of the Staff Council, and Council committee members. The council meets monthly.

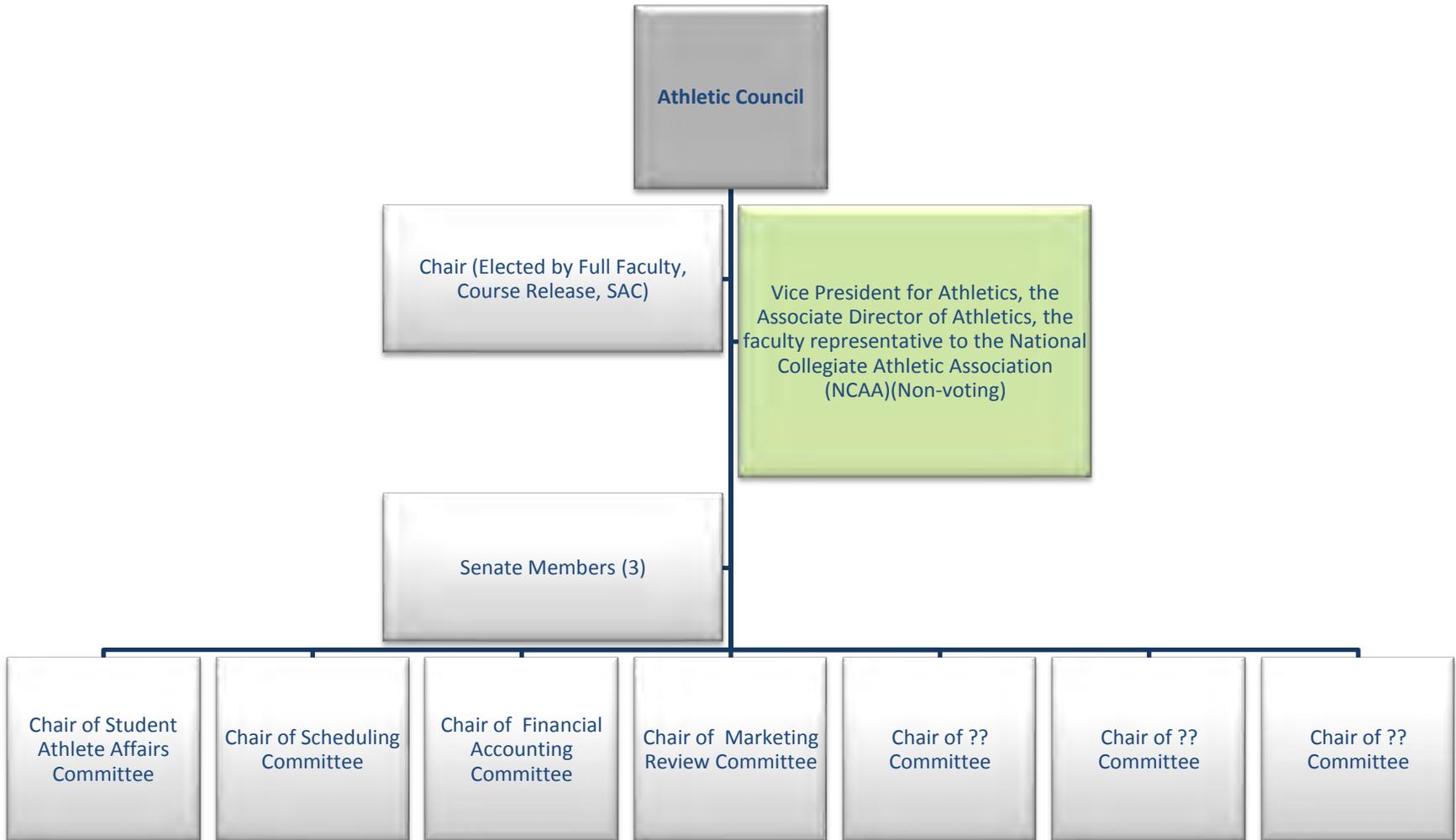
Health Sciences Council



Athletic Council

- The Athletic Council is charged with oversight of intercollegiate and intramural athletics. Voting members of the council are: the Chair (elected to a two-year term by a vote of the full faculty, to be given an appropriate course release and SAC), three members of the Faculty Senate (elected by that body for a one-year term), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice President for Athletics, the Associate Director of Athletics, the faculty representative to the National Collegiate Athletic Association (NCAA), and Council committee members. The council meets monthly.

Athletic Council



Suggestions:

At universities where I previously worked, both in the California State University System (which has been noted for a strong presence of faculty governance, including a voting faculty member of the board of Trustees), there were several arrangements that helped the Academic Senates work well.

1. Every standing committee has, in addition to the elected faculty members and Chair, an "Executive Secretary". That person was the administrator responsible for the subject area of the committee.

- The Dean of Academic Planning is "Executive Secretary" of the Instructional Affairs (curriculum) Committee.
- The Vice President for Finance is "Executive Secretary" of the Committee on Finance.
- The Associate Provost is "Executive Secretary" for the Faculty Affairs Committee.
- etc.

- What is the job of the Executive Secretary?
 - They and their office staff prepare and send out agendas, minutes, resolutions, etc. They arrange meetings and meeting rooms, etc.
 - The Executive Secretary and the Committee Chair work closely together. The Executive Secretary is the "staff" for that committee. Together they created the agendas and minutes (and the ES' staff actually takes minutes).
 - The ES' office is the repository for Committee actions, agendas, minutes, etc. This provides continuity.
 - The Executive Secretary may or may not be a voting or non-voting member of the Committee, but their attendance and participation and support is NOT OPTIONAL.

- This arrangement
 - strengthens the communication between the Committee and the university Division responsible for administering policy in that area.
 - reminds the administration that they work to support faculty.
 - provides for continuity of committee operations.
 - provides the staff support that a committee needs and a Chair should not have to do.

2. The Faculty Senate (as a whole) on each campus has its own office (with an office for the Faculty Senate President) and its own full time staff; usually a Department Administrator and an Administrative Assistant, to support the effective functioning of the Faculty Senate. That office was NOT the Secretary of the University, but instead a stand-alone, independently functioning department with staff and a budget, reporting to the equivalent of the Operations Committee.

These are some features of the California system (as I knew it when I left 15 years ago) that help the faculty spend their valuable time on substantive issues rather than day-to-day operations of faculty governance.

The Faculty Senate unanimously passed the following resolution to move forward with a Restructuring Task Force.

The Faculty Senate resolves to establish a task force to examine the faculty governance structure question. The task force shall include a Committee on Governance member, members from Health Sciences and other members (including non-senatorial faculty). The remaining membership and number of members will be specified later. The task force will be directed by the Faculty Senate President. A report to the senate will be provided by January.

10. NEW BUSINESS AND OPEN DISCUSSION

The November 24, 2009 Faculty Senate meeting returns to the Lobo Room of the SUB.

11. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Rick Holmes
Office of the Secretary