

Faculty Senate
October 18, 2012
Collins Center

Present: Hawley Almstedt, Laurel Burks, Franca Dell'Olio, Andrew Dilts, Elizabeth Drummond, Omar Es-Said, Véronique Flambard-Weisbart, Richard Fox, Michele Hammers, Jamie Hazlitt, George Hess, Diane Meyer, Katherine Noon, Patricia Oliver, John Parrish, Jennifer Pate, Marta Sanchez, Sue Scheibler, Tim Shanahan, Carl Urbinati, Thomas White and Amy Woodson-Boulton

Excused: Paul Harris, Mladen Milicevic, Ralph Quinones, and Robert Rovetti

Moment of Silence

Motion 1: Approval of the October 4, 2012 minutes.

10 for, 0 against, 4 abstentions

Update from the Executive

- There was a call for a volunteer to serve on Academic Calendar committee. Prof. George Hess volunteered to serve. We will need one additional faculty member not necessarily a Senator to serve.
- There was a call for a volunteer to serve on Parking Advisory committee. Prof. Katherine Noon volunteered to serve.
- The Teacher-Scholar Open hearing on October 11th was discussed. The hearing identified points of agreement and concern and will assist us in setting up a policy process in the spring 2013 semester. A record of the discussion will be e-mailed to the entire Senate.
- Two options were presented as potential dates for a Faculty/Staff Senate social event. The Senate suggested Thursday February 7th 4:30pm-6:00pm be selected.
- The options for the Faculty Senate end of year holiday party were discussed and Thursday December 6th 5pm-6pm was selected.
- There are two documents that outline changes to the Faculty Handbook Addenda that are now posted on the Faculty Senate's webpage. Currently the procedure for amending the addenda requires the changes to be posted for 30 days for faculty comments. Moving forward we will now post any subsequent changes to the Senate's website and notify all Senators by e-mail of proposed changes.

Update on Administrator Reviews:

Amy Woodson-Boulton, Governance and Bylaws Committee Chair and Executive

- The Governance Committee feels that conditions set in last year's Motion 6 have been met. Both the 2nd year formative review and having questions tied to job responsibilities were accepted by the Deans Council. The Senate needs to stay connected to process and have frequent evaluation of how things are working. There are some issues with 360 degree review

process around anonymity, as some have concerns that faculty interviewed or surveyed could be identified by their statements. We also need to monitor the weight being given to faculty input. The executive committee will be consulted in the design of the survey for Dean Zeleza's 360 process this year.

- We need to build this evaluation process into the culture of LMU and establish the expectation that Deans will voluntarily self-report. We also need to ensure the process is building on itself with each cycle. These steps should help increase accountability and transparency.

Discussion

- The topic of votes of no confidence was discussed. This is a big step and should likely only be reserved for a justified scenario. It was commented that outside of committees, there is no official way for a college/school faculty members to call a meeting of their full faculty. Having a mechanism to call such meetings could be useful in our governance structure.

Constitution and Bylaws Audit:

Amy Woodson-Boulton, Governance and Bylaws Committee Chair

- The Faculty Senate has promoted issues around good governance which have changed the faculty role in recent years prompting improved faculty interaction with the administration. The Governance Committee was charged with creating a plan to audit the Senate's Constitution and Bylaws to improve our practices even further which we are now bringing top the Senate for its approval. (See Appendix 1) A MyLMUConnect organization has been setup for senators and will allow for an on-line discussion board related to the audit.
- The guiding principles of the audit are to increase the Senate's effectiveness and efficiency as a deliberative and decision-making body, identify areas of concern related to communication with constituents and administration and clarify the Senate's role in the oversight of university-wide and inter-collegiate units. The audit will update the Constitution and Bylaws to be consistent with current practices that are supported by clear consensus and revise sections according to changes already approved by the Senate.
- The audit will also work to identify and clarify ambiguities, particularly those with the potential to provoke controversy or impede effective and legitimate operation of the university's academic affairs. Lastly when appropriate, we will prefer changes to the Bylaws to the formal amendment of the Constitution, so as to leave greater discretion regarding governance practices to future Faculty Senates.
- The proposed audit schedule was discussed. Senators will submit any issues, amendments and suggestions by November for review by the Governance Committee prior to a subsequent Senate discussion on 11/29 or 12/6. Draft revisions based on Governance Committee, Senate and wiki discussions will be made prior to a full Senate discussion 1/31. Any revisions and Senate discussion/approvals will occur February-March, and the Senate will approve a final draft for circulation among full faculty for a comment period. The Senate will then amend as necessary and approve final document to go to full faculty for approval.

Discussion

Q. Why does the senate have both a Constitution and Bylaws?

A. The Constitution is the superior document and Bylaws are the procedural document. The Constitution is only amendable by a full faculty vote, while Bylaws can be changed by the senate. This allows future Senates to adjust items appropriately.

- The principles of shared governance leads down to the colleges/schools. The strategic planning process has shown Associate Deans have taken over many areas of governance in colleges/schools. Faculty need to be consulted and ensure they have a system to create a process that works well.
- There is currently no Senate representation of non-tenure line faculty. There are 3-4 categories of these faculty that are important to the teaching mission of the university. Clinical faculty members in some areas do provide service and many of the Senate's actions directly affect clinical faculty. It was commented that an At-Large seat could potentially be created to represent clinical faculty and term faculty.
- I believe we need to distinguish between clinical faculty who bring specialization into the classroom and others who may be teaching on a non-tenure line. John Dorsey is chairing a committee on clinical faculty and will bring a report at the November 15th meeting.
- The Senate is currently a good size but is not serving underrepresented groups such as clinical and pre-tenure faculty. There is also no specific representative for graduate programs and having one representative for this area may be useful.

Plan for Faculty Handbook Audit:

Jennifer Pate, Faculty Handbook and Academic Life Committee Chair

- The proposed comprehensive audit of the Faculty Handbook is a project that has been needed for many years. As charged we are bringing our proposed plan to the Senate for approval. (Appendix 2)
- The fifth item (reorganization of the Handbook/Handbook Addenda structure) under principles is the critical piece. The committee is suggesting the handbook could be potentially divided into three sections; the Handbook Proper, Addenda, and an informational/policy section (currently the Appendices section). The group recently met with Human Resources and the Associate Provosts and identified sections that could potentially be moved to Addenda. The goal is to be policy neutral, clean up the document and discussed areas where policy reviews need to be undertaken. We will also set a plan for how regularly the handbook is updated and a regular audit process.

- The timeline for the audit was discussed. (See Appendix 2) In October 2012 the FHALC is submitting an audit plan to Senate for approval and contact any relevant administrative offices to identify sections of the Handbook where those offices would like to consult with FHALC as the audit proceeds.
- The period of November 2012-January 2013 the FHALC will proceed through the audit, consulting with relevant stakeholders and bring requests for feedback to the Senate. In February 2012 a preliminary report will be presented to Senate with our main recommendations. In April 2013 the FHALC will report back to Faculty Senate with comprehensive recommendations for further discussion. The audit will conclude with a full faculty vote on Senate-approved recommendations in the Fall of 2013.

Motion 2: Move to approve the Governance and Bylaws Committee's plan for the audit of the Faculty Senate Constitution and Bylaws.

17 for, 0 against, 1 abstention

Motion 3: Move to approve the Faculty Handbook and Academic Life Committee's plan for the audit of the Faculty Handbook and handbook Addenda.

16 for, 0 against, 3 abstentions

Discussion with Associate Provost for Faculty Affairs

Guest: Deena Gonzalez, Associate Provost for Faculty Affairs

- The Office of Faculty Development was initially created and staffed by interim director Jackie Dewar. The Office of Faculty Affairs came into creation with the reorganization of the Academic Affairs division over the summer. The Office of Faculty Affairs ensures all campus offices that need related information can get it in a reasonable manner and time frame. The office also works with external organizations on projects such as implementing surveys to faculty.
- The Office of Faculty Affairs also administers the Rains Research Program which serves 250 faculty and supports internal grants totaling \$101,000. We are currently providing support for mentoring, the Friday Colloquium Series and will implement the new Rank and Tenure procedures which will begin in the 2013-14 academic year. The office will work to implement processes that make sense and work well for faculty.

Discussion

- Running academic events on campus is difficult and I believe this is one area where the Office of Faculty Affairs could assist faculty greatly.

Q. Does the OFA engage term faculty?

A. The priority is for junior faculty mentoring and supporting tenure track faculty. The Center for Teaching Excellence is providing teaching resources for term faculty and new visiting/clinical faculty are invited to the new faculty orientation.

Q. What is the relation of Office of Faculty Affairs to Research and Sponsored Projects?

A. The offices are not directly connected, however if there seems to be a lag in the process of receiving funding from OSPR, the OFA could with faculty member's permission work on their behalf.

Q. I have a question about the internal grants program and who decides how it gets established? I would like to suggest an open grant that is broad enough so faculty do not have to squeeze into a certain area.

A. These grants are often established by excess money set aside for special grants such as Catholic Studies purposes.

Q. What is your experience related to the increased number of administrators here in LMU?

A. We could be at a place now at LMU to settle a little and slow the shifting landscape. There are some issues of compliance and professionalism that need to be addressed by the addition of administrators.

- An Office of Faculty Affairs Advisory board will be created to create the base of the Strategic Plan. This group will represent 10-12 areas from the university including groups such as the Faculty Senate, Graduate Education, and ITS. The Advisory Board would recommend that policies to be developed through the Faculty Senate or the Academic Affairs division.

New Business/Announcements

- The Bellarmine Forum 2012 titled "Health Now: Questions, Controversy and the Promise of Prevention" will begin next week.

Adjourned at 5:02pm

Submitted by: Franca Dell'Olio

Prepared by: Robert Houghtaling

Appendix 1

“Agencies for faculty participation in the government of the college or university should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty. (5)

“The agencies may consist of meetings of all faculty members of a department, school, college, division, or university system, or may take the form of faculty-elected executive committees in departments and schools and a faculty-elected senate or council for larger divisions or the institution as a whole.”

- AAUP Statement on Government, 2006

Principles

Constitution/Bylaws Audit – Suggested Principles

1. Preserve intact the basic structure of the current Constitution: a representative, parliamentary, and deliberative system of governance which possesses the authority to speak clearly and effectively on behalf of the full faculty and is capable of being responsive to the diverse interests of its constituents as well as to the common good of the university as a whole.
 - a. Increase the Senate’s effectiveness and efficiency as a deliberative and decision-making body.
 - i. Identify areas of concern: communication with constituents and administration
 - b. Strengthen language describing the Senate’s role to accord with well-established principles of shared governance, using language based on AAUP Statement on Government and clear definition of Senate’s roles and responsibilities in relation to other decision-making bodies.
 - c. Clarify the Senate’s role in oversight of university-wide and inter-collegiate units, e.g.:
 - i. Core Curriculum
 - ii. Schedule
 - iii. Rank and Tenure procedures and Resource Manual
 - iv. Faculty Handbook
2. Update the Constitution and Bylaws generally to be consistent with current practices that are supported by clear consensus.
 - a. Titles, names, e.g. Academic Vice President/Provost, Governance and Bylaws Committee
 - b. Technology:
 - i. use of electronic forms of communication
 - ii. websites
 - iii. electronic ballots

- c. Revise according to changes already approved by the Senate:
 - i. Bylaws amendments
 - ii. Committee structure and names
 - iii. Codify the procedure for regular constitution/bylaws audit.
 - iv. Election procedures.
3. Identify and clarify ambiguities, particularly those with the potential to provoke controversy or impede effective and legitimate operation of the university's academic affairs.
4. Wherever it is possible and appropriate to achieve a given objective by multiple means, prefer the adoption of changes to the Bylaws to the formal amendment of the Constitution, so as to leave greater discretion regarding governance practices in the hands of future Faculty Senates.

Proposed Procedure/Schedule

1. Governance and Bylaws Committee (GBC) to propose principles, plan, schedule, and draft suggestions to the Senate by 10/15 for full Senate discussion and approval of procedure for audit on 10/18.
2. Senators to submit problems, issues, amendments and suggestions via discussion board/wiki, email, or Senate meetings to GBC by 11/1 for review by GBC and subsequent Senate discussion on 11/29 or 12/6.
3. GBC will prepare draft revisions based on GBC and Senate discussion and wiki comments by 1/28 for Senate discussion 1/31.
4. Revision and Senate discussion/approval as necessary, meetings February-March.
5. Senate will approve final draft for circulation among full faculty for comment period; Senate will amend as necessary and approve final document to go to full faculty for approval.
6. Full faculty to vote on approved changes, amendments, and revisions of Senate Constitution and Bylaws by Spring 2013.

Appendix 2

PLAN FOR FACULTY HANDBOOK AUDIT, 2012-2013

Faculty Handbook and Academic Life Committee (Jennifer Pate, Chair)

Guiding Principles

1. Preserve intact the basic rights, privileges, freedoms, and responsibilities of the faculty.
2. Update the Handbook generally to be consistent with current practices at Loyola Marymount University which are supported by clear consensus.
3. Clarify ambiguities, particularly those with the potential to provoke controversy or impede effective and legitimate operation of the university's academic affairs.
4. Maintain and where possible improve the professional and academic status of the faculty and the overall effectiveness of the institution's operations.
5. Reorganize the Handbook and Handbook Addenda in accordance the spirit of what was intended when the distinction between the Handbook and the Handbook Addenda was introduced: specifically, to ensure that those matters essential to the basic rights, privileges, freedoms, and responsibilities of the faculty, and which should not ordinarily be altered without the explicit consent of the faculty and the President, remain located in the Handbook proper; and that those policies and descriptive sections which do not affect these more fundamental matters, and which it is therefore proper to be alterable by agreement between the Provost and the Faculty Senate, should be located in the Handbook Addenda.
6. Identify areas where specific policies need to be in place based on language in the Handbook; locate those policies if they exist and assign them either to the Handbook Addenda or to another policy compendium; and if they do not exist, recommend their referral to a specific committee or office.

Actions and Timeline

October 2012 – FHALC submits audit plan to Senate for approval; FHALC chair contacts relevant administrative offices (HR, OFA, etc.) to identify sections of the Handbook where those offices would like to consult with FHALC as the audit proceeds.

November 2012-January 2013 – FHALC proceeds through the audit, consulting with relevant stakeholders and bringing requests for feedback to the Senate as necessary.

February 2012 – FHALC presents preliminary report to Senate on main recommendations and receives feedback.

April 2013 – FHALC reports back to Faculty Senate with comprehensive recommendations for further discussion.

Fall 2013 – Full faculty vote on Senate-approved recommendations.