

# **Governance Recommendations**

**Proposed by**

**Governance Committee Task Force II**

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## I. Overview

Convened by the University Senate Governance Committee, March 23, 2001, the Governance Committee Task Force II has held thirteen scheduled meetings since that time and quite a few other subcommittee meetings to produce the recommendations concerning governance that follow in this report.

After extensive review of MAC and other university governance structures, a University Senate survey, a Task Force I governance survey, and meetings and a forum with various faculty and professional personnel colleagues, the Task Force identified four areas of concern: 1) the relationship between University Senate and the Student Senate; 2) improvement in the flow of legislation; 3) the process of making committee appointees and faculty responsible to constituencies; and 4) the effectiveness of the Senate committee structure.

In seeking solutions to these concerns, the Task Force has produced two models for Governance Committee and University Senate consideration: 1) a Revised BSU University Senate model, and 2) a Faculty Senate model. In the process of creating these models, a number of suggestions (general proposals) arose that would contribute positively to the present University Senate structure, as well as be an integral part of both university governance models presented by the Task Force. The general proposals for both models follow.

The goals for these proposals were created in a fashion that would facilitate understanding of the proposals and models. Under ordinary circumstances, letters representing each of four goals will be applied where appropriate. In those instances where more understanding might be necessary, a statement will be presented. Goals for the following proposals are designated as follows: **A.** Improve the flow of legislation; **B.** Articulate the relationship between Student Senate and University Senate; **C.** Streamline the shared governance structure; and **D.** Augment accountability to constituencies.

## II. General Proposals

1. The University should provide office space, administrative services, and some type of remuneration to Senate officers. Remunerations can take the form of released time and/or honoraria for chief officers of the Senate. Executive secretarial services should be extended to the Senate and its various Councils. **A, D**
2. Senate officers should make every effort to move University Senate meetings into an electronic classroom to facilitate legislative and elective voting procedures.
3. The Senate should streamline the path for the flow of legislation from the Student Senate to University Senate. **A, B, C**
4. Faculty should be given the right of initiative and the right of referendum, which should be clearly defined in any governance document accepted by the Senate. **A, C, D**
5. All chairs of Councils should be members of the Senate and appointed by the Senate. All chairs of Standing Committees should be members of their respective Councils. **A, D**

6. A legislation implementation committee, or such a function, should be made a part of the governance structure. This committee would aggressively monitor the status of Senate legislation, provide regular Senate updates, and encourage Senate bodies to facilitate the legislative process. **A, C**
7. A task force should be created to clarify the academic relationships, membership, accountability, and responsibilities of the Library, Academic Computing Services, Distance Education, Information Technology, and Teleplex Committees, and their various subunits. **C, D**
8. An Academic Calendar Committee should be created to coordinate recommendations and changes from academic, athletic, and administrative agencies within the university community. **C**
9. An Accreditation Committee should be created to provide a coordinated calendar of such visits, and to lend assistance in financial planning, facilities management, and collegiality for such visits. **C**

### **III. Model Proposals**

#### **A. REVISED BSU GOVERNANCE MODEL (See Exhibit 1)**

##### **Overview**

The Revised BSU Governance Model has three specific aims: 1) To provide a means by which multiple representatives from university faculty, student, professional personnel and administrative constituencies can meet in one place and at one time to dialogue and make decisions in a collaborative manner; 2) To streamline the movement of legislation within the governance system through increased accountability for efficiency in the committees and councils; 3) To improve articulation between governing bodies of constituent groups.

Revisions to the existing governance system are clarified below by identifying features that *are not* proposed to change and then examining features that *are* targeted for change. Features targeted for revision were designed to address the four goals of the task force proposals and the three aims for the revised model.

##### **Unrevised Features in the BSU Governance Model**

###### Senates:

- The essential structure and function of the current University Senate is unchanged. Faculty, students, professional personnel, and administrators will continue to meet together and retain their votes at the committee, council and senate levels.
- The number of Senate seats for students and professional personnel in University Senate is unchanged. Faculty will continue to hold the majority of University Senate seats, elected from colleges, and serve a maximum of two consecutive three-year terms. Officers of

University Senate are faculty members. The Chair of University Senate will represent the Senate to the Board of Trustees.

- Legislation passed by University Senate will continue to be forwarded to the Board of Trustees through the President.
- The current structure and function of the Student Senate is unchanged. The Student Senate can continue to forward legislation directly to the President or to University Senate through the Agenda Committee.

#### Councils/Committees:

- The current structure and function of APC and PAC is essentially unchanged. APC and PAC are governing bodies composed almost entirely of faculty.
- The responsibilities currently under the auspices of the Student Campus and Life Council will remain unchanged, with the possibility of expansion. However, the name of SCLC would change to Campus Affairs Council and would include more representation from the University Senate and Student Senate, as this council takes on an increased role in matters of joint concern to student, faculty, and professional personnel.
- The task force sent a survey to council and committee chairs to assess needed changes, strengths, and weaknesses related to committees in the governance system. The response rate was 49%. Responses did not identify major weaknesses or the need for major changes in committees. Therefore, the proposed revision does not make widespread changes in the current committee structure but rather proposes to streamline the current system through focused recommendations.

### **Revised BSU Governance Model Features**

#### Senate Level Modifications:

1. Current University Senate membership, election procedures, and terms would remain the same, generally, but would be expanded by three seats to include eligible chairs or vice chairs of the three Councils.

**AIM:** Intended to increase accountability of Council action as it moves to Senate.

2. Student Senate will be provided a direct channel to the University Senate Agenda Committee, and they may wish to confer with the Campus Affairs Council on various initiatives. **A, B, C**
3. Agenda Committee responsibilities will be amended to require placement on the Senate agenda without prejudice any resolutions initiated by Senate committees, councils, and the Student Senate. The Agenda Committee will retain the right to return such resolutions only once for editing. **A, B**

**AIM:** Both 2 and 3 continues current policy of dual access of Student Senate actions, but legitimizes current policy of referring all Student Senate resolutions directly to the Senate, through the Agenda Committee.

5. Membership on the four Senate Committees--Finance & Budgeting, Governance, Judicial, Master Planning--will be comprised of Senate members only, with ex-officio members as appropriate. **A, C, D**

**AIM:** Addresses concern about accountability of Committee agendas and action, abilities to adequately refer matters to Senate Committees.

#### Council Level Modifications:

1. The Student and Campus Life Council will be reorganized and renamed the Campus Affairs Council. **B, C, D**

**AIM:** Addresses the ambiguity of relationship between the current SCLC membership and Student Senate. Formalizes a structure for joint Student Senate/University Senate activities. Addresses redundancies of SCLC and Student Senate committee structures. Provides an opportunity for additional responsibilities of the proposed CAC to act as a conference committee in matters of joint concern and resolution.

2. Council Officers (Chairs and Vice Chairs) will have standing Senate seats. **A, C, D**
3. Chairs of Council Standing Committees will become members of their respective Councils. They will be elected by College or other units, or appointed by the Governance Committee. **A, C, D**

**AIM:** Both 2 and 3 address concern for referral, initiative, and tracking of committee work. Targets the improvement of connections between Standing Committees and Councils.

#### Committee Level Modifications:

1. This proposed model would retain the current Standing Committee structure of University Senate, with these exceptions:
  - a. The Athletics Senate Committee would become a standing committee under the Campus Affairs Council. **A, C, D**

**AIM:** Scope, membership, and responsibilities of current Senate committee seemed better suited to proposed Campus Affairs Council responsibilities.

- b. A Professional Personnel Committee would be created as a standing committee of the Professional Affairs Council. **A, C, D**

**AIM:** A separate Council was considered. Constituent representatives felt that being more a part of the current committee structure, similar to contract faculty was appropriate.

- c. An Academic Calendar Committee would be created as a standing committee of the Academic Policies Council. **A, C**

**AIM:** Reinforces current written policy of faculty responsibilities for University Calendar.

**B. PROPOSED FACULTY SENATE MODEL** (See Faculty Senate Flow Chart, Exhibit 2. Descriptions of Faculty Senate Councils and Committees, including membership, can be found in Exhibit 3.)

The Faculty Senate Model has three aims: 1) To provide undiluted voices to three of the major constituencies--faculty, students, and professional personnel; 2) To improve communication among these constituencies, the University President, and the University Board of Trustees; and 3) To provide clear lines of responsibility and accountability to all constituencies.

**Proposed Faculty Senate Model Features**

- 1. The proposed Faculty Senate Model presupposes that ultimately two other Senates will be formed--in addition to the existing Student Senate, a Professional Personnel Senate will be created. The activity and production of these three Senates would be monitored by an **Executive Committee** that would be structured and charged in the following fashion:  
**A, B, D**

**AIM:** Create a committee that would serve to facilitate the flow of legislation from the three Senates by resolving differences in jurisdiction; by serving as a conduit between the three Senates, the President, and the Board of Trustees; and by gathering and providing advice to the three Senates concerning legislative actions and operating procedures.

- a. Composition (7)

- (1) 2 Faculty Senate Officers
- (2) 2 Student Senate Officers
- (3) 2 Professional Personnel Senate Officers
- (4) 1 Faculty Senate Secretary who will be an ex-officio, non-voting member

- b. Charge

- (1) The Executive Committee will not initiate any legislation.
- (2) The Executive Committee will resolve differences in versions of legislation that are passed by two or more Senates.
- (3) The Executive Committee will resolve jurisdictional disputes between the Senates.
- (4) The Executive Committee will provide suggestions to the Senates on operating procedures and issues that are both internal and external to the University.

- (5) Under normal circumstances, the Executive Committee will routinely pass on to the President all legislation passed by the Senates.
  - (6) The Executive Committee will meet regularly with the President and the Board of Trustees for the purpose of sharing information, promoting efficiency and cooperation, and discussing issues of mutual concern.
  - (7) In formal meetings with the Board of Trustees, the Executive Committee will appoint an official spokesperson for the committee.
  - (8) The Executive Committee will receive and pass on to the respective Senate any **initiative or proposal** for legislation that is accompanied by a written petition from thirty-five or more members of the university community.
- c. The structure and function of the Executive Committee can be amended by an agreement on a joint resolution of all three Senates. **B, D**
  - d. Student and Professional Personnel Senates will determine their own councils and committees. **C, D**
  - e. Each Senate will exchange ex-officio members with other Senates. **A, B, C, D**
2. The **Agenda Committee** of the Faculty Senate will be structured in the following manner: **A, D**
- AIM:** Create a committee to oversee Faculty Senate agendas and to carry out responsibilities that are commensurate with the role and responsibilities of the Faculty Senate.
- a. Composition (5)
    - (1) 3 Officers of the Faculty Senate
    - (2) 2 Senators elected by the Faculty Senate
  - b. Charge
    - (1) The Agenda Committee shall prepare a schedule of all the meetings of the Faculty Senate for each academic year.
    - (2) The Agenda Committee shall prepare an agenda for meetings of the Faculty Senate.
    - (3) The Agenda Committee shall circulate at least five working days in advance the agenda for each meeting of the Faculty Senate.
    - (4) The Agenda Committee shall prepare and distribute by June 30 each year a written summary report on all Faculty Senate actions during the preceding academic year.
3. Membership of Faculty Senate will be expanded to include at least one Senator from each academic department. Academic departments or units with more than 20 tenure-line faculty would be granted an additional Senator. **A, C, D**
- AIM:** Intended to give Faculty Senate representation to all academic units and to those units that are not primarily faculty units but that have faculty members who would not have representation otherwise.
4. All faculty will be extended the right of initiative, which will reside with the **Executive Committee** (as explained above); and a right of referendum, which will be monitored by the

**Elections and Referenda Committee.** Procedures for exercising the right of referendum are explained under the Elections and Referenda Committee in Exhibit 3, which provides description of proposed Faculty Senate Councils and Standing Committees, as well as suggested membership. **A, C, D**

**AIM:** Create procedures that would expand opportunities for faculty members to provide input to the Faculty Senate.

5. The Faculty Senate structure will contain seven Councils. The six current Senate Committees (Master Planning, Governance, Judicial, Financial and Budgetary, Athletics, and Agenda) will be relocated as Council committees in the Faculty Senate structure, with the exception of the Athletics Committee which will be elevated to Council status. **A, B**

**AIM:** Create a council and standing committee structure for Faculty Senate academic interests and related concerns.

6. One new Faculty Senate Council proposed will be the Academic Resources Council that will bring together standing committees for Academic Computing Services, Distance Education, Information Technology, the Library, and the Teleplex. **A, C, D**

**AIM:** Create a council that would bring together areas and departments with similar academic interests in order to promote efficiency and teamwork.

Other Modifications:

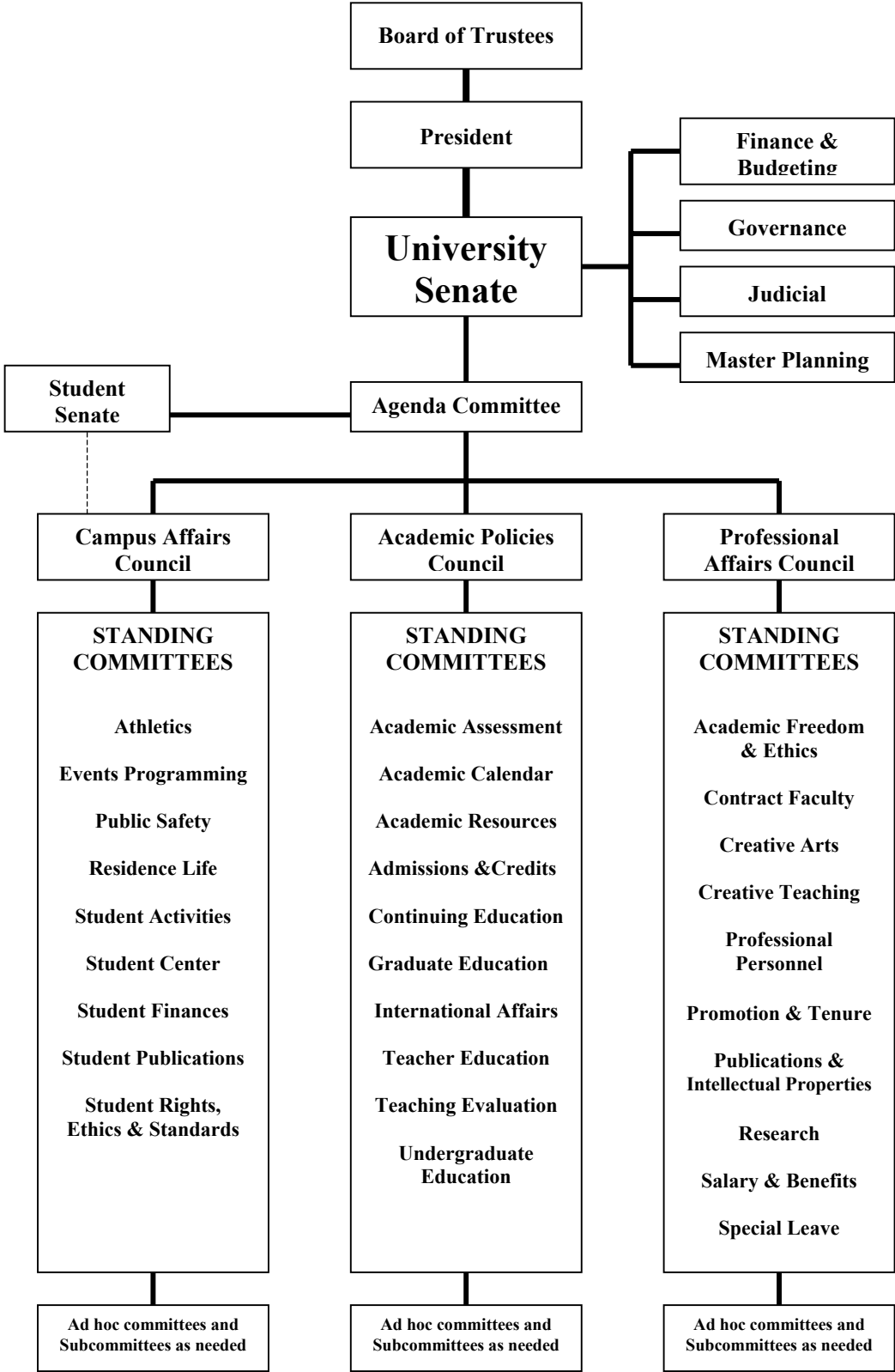
1. Faculty senators will serve staggered two-year terms with no limit on number of terms served. **D**
2. Faculty Senate Council chairs will be members of the Faculty Senate and elected by the Faculty Senate to their respective Council positions. **A, C, D**
3. Faculty senators will be appointed to Faculty Senate standing committees by the President of the Faculty Senate in consultation with Faculty Council chairs. **A, D**
4. All Faculty Senate standing committee chairs will be elected by their respective committees. **A, D**
5. All Council standing committee chairs will serve as members of their respective Faculty Councils. **A, D**
6. All standing committees will have at least one faculty senator as a member. **A, D**
7. Students and professional personnel appointed to faculty committees will be non-voting members. **B, D**

**AIMS:** Intent here is to create legislative continuity between the Faculty Senate, its councils and standing committees and create continuity in the Faculty Senate among its

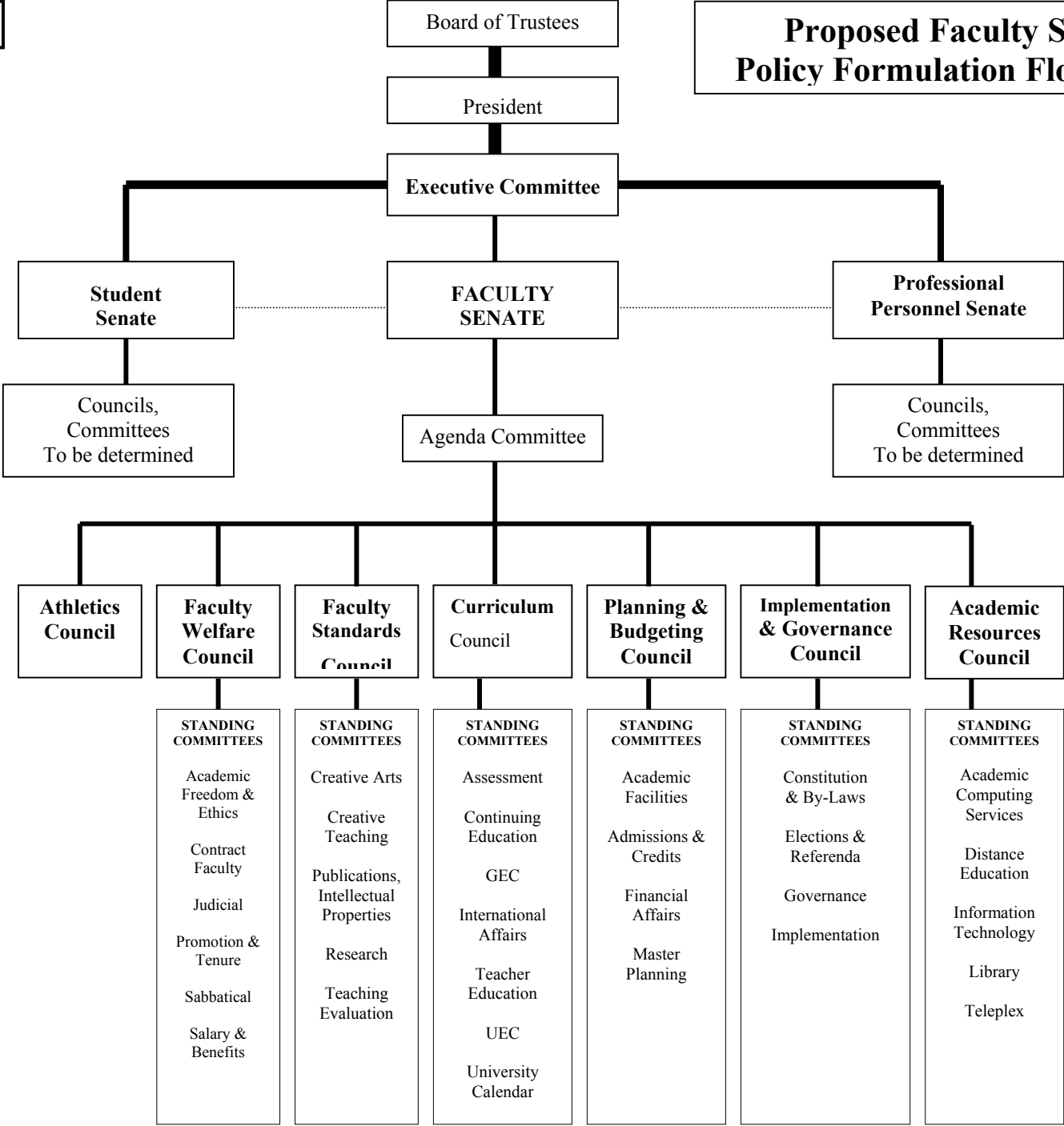
senators by not specifying a specific limit on number of terms served. Students and professional personnel should be members of standing committees because their advice and experience will be valuable to Faculty Senators when deliberations are carried out.

**C. PROPOSED PROFESSIONAL PERSONNEL SENATE MODEL** (A proposed structure for a Professional Personnel Senate, including descriptions of Councils and Standing Committees, can be found in Exhibits 4 and 5.)

# Revised BSU Governance System Policy Formulation Flow Chart



**Proposed Faculty Senate Policy Formulation Flow Chart**



*Descriptions of the Various Faculty Senate Councils and Committees  
Included in the Faculty Senate Model*

**Athletics Council**

The membership of the Council shall consist of two Faculty Senate members, elected by the Faculty Senate; one Professional Personnel member selected annually by the Professional Personnel Senate; three undergraduate or graduate students selected annually by SGA; the University President or designee of the President; and by virtue of their positions, the Director of Athletics; the Director of Athletic Compliance; and the University Representative to the NCAA and the MAC Conference.

The Council has the following responsibilities:

1. To develop and recommend policies and procedures for administration, supervision, and use of facilities of the intercollegiate and intramural athletic programs;
2. To establish and annually review a statement of principles which serves as a guide in planning and promoting athletic programs consistent with the philosophy, mission statement, and objectives of the University;
3. To analyze and study the proposed annual athletic budget submitted by the Director of Athletics and to make recommendations to the President of the University;
4. To recommend to the Athletic Director and the President those sports that constitute the Varsity intercollegiate program;
5. To recommend policies and procedures for the total financial aid program for intercollegiate athletics;
6. To review and recommend to the Director of Athletics and the Vice-President of Business Affairs prices to be charged for intercollegiate athletic events;
7. To advise the President on procedures to be used in the selection and retention of the Director of Athletics;
8. To develop and conduct a continuous evaluation of intercollegiate athletics and to receive and recommend revisions;
9. To regularly report to the Faculty Senate on its activities, findings, operations, and recommendations.

## Faculty Welfare Council

The membership of the Council shall consist of three Faculty Senate members selected by the Faculty Senate; seven faculty members elected for two-year terms by their respective colleges; the six chairs of the standing committees of the Council; and the Provost, or designee.

The Council has the following responsibilities:

1. To initiate, monitor, evaluate, and recommend policies and procedures on matters regarding academic freedom and ethics; the appointment, promotion, tenure, and dismissal of faculty members; salaries; benefit programs; and other conditions of employment affecting faculty;
2. To initiate, monitor, evaluate, and recommend policies and procedures on matters regarding the health and personal well-being of faculty and the welfare of emeritus faculty;
3. To initiate, monitor, evaluate, and recommend policies, regarding sabbaticals and other leaves of absence; and other opportunities for professional advancement and development;
4. To solicit and survey opinions of the faculty and other members of the university community on matters concerning their interests and welfare and to recommend appropriate action to the Faculty Senate;
5. To advise those who administer the various programs related to the status, remuneration, and well-being of the faculty.
6. To regularly report to the Faculty Senate on its activities, findings, operations, and recommendations, including the actions taken by the Standing Committees.

The Faculty Welfare Council shall have the following Standing Committees:

### Academic Freedom and Ethics Committee

The Committee shall consist of one Faculty Senate member selected by the Faculty Senate; seven faculty members elected for two-year terms by their respective colleges; one academic dean selected by the Academic Deans; one undergraduate or graduate student selected annually by SGA; and the Provost, or designee.

The Committee has the following responsibilities:

1. To develop and review guidelines and policies for academic freedom and ethics issues for the University;

2. To review cases or situations involving allegations of ethical violations, interference with academic freedom, or other inappropriate behavior by faculty members. No one may serve on the panel reviewing a case brought before the committee who has had previous involvement with the case, or who is assigned to the same department or administrative unit as any of the principals in the case, or who is related by blood or marriage to any of the principals;
3. To make recommendations for appropriate actions, if any, regarding cases brought before the committee; and to submit its findings and recommendations in such cases, in writing, to the Chair of the Faculty Welfare Council, the involved parties, the appropriate vice-president, and other University personnel determined by the committee to have a direct interest;
4. To initiate formal proceedings for dismissal when the committee determines such action is warranted;
5. To provide regular summary reports to the Faculty Welfare Council.

#### Contract Faculty Committee

The Committee shall consist of one Faculty Senate member selected by the Faculty Senate; seven full-time contract faculty members elected for two-year terms by their respective colleges; and one undergraduate or graduate student selected annually by SGA.

The Committee has the following responsibilities:

1. To initiate and recommend procedures for implementing University policies affecting full-time contract faculty;
2. To review existing policies and procedures affecting contract faculty and to recommend changes in those policies and procedures where necessary;
3. To respond from requests from Academic Deans and Department Chairs for information and data concerning the assessment of performance and workloads of contract faculty members;
4. To provide regular summary reports to the Faculty Welfare Council.

#### Judicial Committee

NOTE: The Judicial Committee is in the process of being reconstituted in its membership by vote of the faculty under the current governing system. If the changes are approved by faculty vote, this committee will be designed accordingly.

The Judicial Committee has the following responsibilities:

1. To advise the Faculty Welfare Council and the Faculty Senate concerning procedures for handling allegations of misconduct on the part of faculty that may warrant dismissal;
2. To serve as a panel from which five members may be designated by the Chair of the Faculty Senate to constitute a hearing subcommittee for each specific case referred to the committee. No member of the committee shall serve on the hearing subcommittee if he/she has had previous involvement with the case, is a member of the department in which the individual involved is employed, or is related by blood or marriage to any of the principals.
3. To provide regular summary reports to the Faculty Welfare Council.

### Promotion and Tenure Committee

The Promotion and Tenure Committee shall consist of one Faculty Senate member, who is tenured, selected by the Faculty Senate; seven Chairs of the respective Promotion and Tenure Committees of the colleges; and the Provost or his/her designee (ex-officio, non-voting).

The Promotion and Tenure Committee has the following responsibilities:

1. To review existing University promotion and tenure policies and procedures and to recommend appropriate changes to the Faculty Welfare Council;
2. To review and approve departmental, collegiate, and area promotion and tenure policies to ensure both adherence to University policies and efficient and equitable operation;
3. To hear appeals and make recommendations and/or decisions that are consistent with University policies describing the right of a faculty member or department to appeal an adverse promotion or tenure recommendation. No one may serve to hear an appeal who has a demonstrated conflict of interest, such as previous involvement with the case, assignment to the same academic department or administrative units as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chair. If the committee chair deems that he/she may have a conflict of interest, the decision shall be made by the Chair of the Faculty Senate.
4. To maintain minutes of all committee actions and file in the office of the ex-officio, non-voting member; and to provide regular summary reports to the Faculty Welfare Council.

### Sabbatical Committee

The Sabbatical Committee shall consist of two members selected by the Faculty Senate; seven faculty members elected for two-year terms by their respective colleges; and the Provost, or designee (ex-officio, non-voting).

The Committee has the following responsibilities:

1. To initiate, monitor, evaluate, and recommend policies and procedures concerning leaves of absence;
2. To solicit applications for Sabbatical leaves with pay, to evaluate and rank the applications according to established criteria, and to report its findings according to established policies;
3. To advise those who administer other leaves of absence programs;
4. To provide regular summary reports to the Faculty Welfare Council.

### Salary and Benefits Committee

The Salary and Benefits Committee shall consist of one Faculty Senate member selected by the Faculty Senate; seven faculty members (non-senators) elected for two-year terms by their respective colleges, the Chair of the Financial Affairs Standing Committee of the Planning and Budgeting Council; the immediate Past Chair of the Faculty Senate; and the Provost, or designee.

The Salary and Benefits Committee has the following responsibilities:

1. To monitor and evaluate salary and benefit programs and recommend appropriate changes and improvements to the Faculty Welfare Council;
2. To initiate reviews and assessments of market conditions periodically and make appropriate recommendations for adjustments regarding incremental money distributed for market purposes;
3. To review the administration of salary programs annually, working with the President or the Provost to assure compliance with established policies;
4. To review for approval all criteria and processes regarding salaries for all units;
5. To advise those who administer salary and benefit programs for the University and to represent the interests of the faculty and other members of the University Community in discussions with such persons;
6. To call upon other faculty members and others with special expertise in salary and benefit administration to advise the Committee;
7. To provide regular summary reports to the Faculty Welfare Council.

## **Faculty Standards Council**

The membership of the Faculty Standards Council shall consist of the following: three members of the Faculty Senate, selected by the Faculty Senate; seven faculty members selected for two-year terms from their respective colleges; six chairs of the Standing Committees of the Council; and the Provost, or designee.

The Council has the following responsibilities:

1. To initiate, interpret, implement, and evaluate academic policies and programs;
2. To initiate, monitor, evaluate, and recommend policies, procedures and programs regarding academic sabbaticals and other leaves of absence; and other opportunities for professional advancement and development;
3. To regularly report to the Faculty Senate on its activities, findings, operations, and recommendations, including the actions taken by the Standing Committees.

The Faculty Standards Council shall have the following Standing Committees:

### Creative Arts Committee

The Creative Arts Committee shall consist of one Faculty Senate member selected by the Faculty Senate; three faculty members (non-senators) selected by the Chair of the Faculty Standards Council, not more than two being from the College of Fine Arts; the Dean of the College of Fine Arts; and one undergraduate student and one graduate student, both selected annually by SGA.

The Creative Arts Committee has the following responsibilities:

1. To encourage, strengthen, and foster the creative arts at the University at all levels;
2. To solicit and evaluate proposals for Creative Arts Grants and to recommend to the Provost those proposals which merit funding by the University;
3. To initiate and recommend policies and procedures for Creative Arts Grants at the University;
4. To conduct continuous evaluation of the Creative Arts Program;
5. To initiate, recommend, and advise the Faculty Standards Council, the Faculty Senate, and other appropriate University officials on additional programs that promote and recognize the Creative Arts throughout the University;
6. To provide regular summary reports to the Faculty Standards Council.

### Creative Teaching Committee

The Creative Teaching Committee shall consist of one Faculty Senate member selected by the Faculty Senate; three Faculty members (non-senators) selected by the Chair of the Faculty Standards Council, with each representing a different college; the Provost, or designee; and one undergraduate and one graduate student, both selected annually by SGA.

The Creative Teaching Committee has the following responsibilities:

1. To encourage, strengthen, and foster creative teaching at the University at all levels;
2. To solicit and evaluate the proposals for Creative Teaching Grants, and to recommend to the Provost those proposals which merit funding by the University;
3. To initiate and recommend policies and procedures for Creative Teaching Grants at the University;
4. To conduct continuous evaluation of the Creative Teaching Grants Program;
5. To initiate, recommend, and advise the Faculty Standards Council, the Faculty Senate and other appropriate University officials on additional programs to promote and recognize creative teaching throughout the University;
6. To provide regular summary reports to the Faculty Standards Council.

### Publications and Intellectual Properties Committee

The Publications and Intellectual Properties Committee shall consist of one Faculty Senate member selected by the Faculty Senate; the Executive Director of University Communications; the Dean of University Libraries; the Provost, or designee; and one undergraduate and one graduate student, both selected annually by SGA.

The Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the publishing and distribution of faculty manuscripts, computer software, films, videotapes, and other intellectual properties;
2. To consider and recommend for publication by the University original non-published faculty manuscripts, either in the Ball State Monograph Series or independently;
3. To promote and facilitate the dissemination of intellectual properties produced by the faculty to other publishers and distributors;
4. To develop policies and procedures to aid faculty in the development of computer software, films, videotapes, and other intellectual properties to be offered for sale;

5. To evaluate the faculty publications program and recommend appropriate revisions and improvements to the Faculty Standards Council;
6. To initiate, recommend, and advise the Faculty Standards Council, the Faculty Senate and other appropriate University Officials on institutional programs related to the publication and dissemination of intellectual properties;
7. To provide regular summary reports to the Faculty Standards Council.

### Research Committee

The Research Committee shall consist of two Faculty Senate members selected by the Faculty Senate; the Dean of the Graduate School; the Executive Director of Academic Research and Sponsored Programs; one academic dean, selected by the Academic Deans; and one undergraduate and one graduate student, both selected annually by SGA.

In addition, the Committee, in its evaluation of internal grant proposals, and at its discretion, may include in its deliberations additional, ad hoc, non-voting faculty reviewers who have been recruited to provide disciplinary balance.

The Committee has the following responsibilities:

1. To encourage, strengthen, and foster research at the University at all levels;
2. To solicit and evaluate proposals for research grants and awards, and to recommend to the Provost those proposals which merit funding by the University;
3. To initiate, recommend, and evaluate policies and procedures for research and research funding at the University;
4. To initiate, recommend, and advise the Faculty Standards Council and the Faculty Senate and other appropriate University officials on programs related to research at all levels of the University;
5. To review policies dealing with patents and copyrights and to recommend revisions;
6. To provide regular summary reports to the Faculty Standards Council.

### Teaching Evaluation Committee

The Committee shall consist of one Faculty Senate member selected by the Faculty Senate; seven faculty members (non-senators) elected for two-year terms by their respective colleges; one undergraduate and one graduate student selected annually by SGA; two academic deans selected by the Academic Deans; the Director of University Computing Services, or designee; and the Provost, or designee.

The Committee has the following responsibilities:

1. To obtain and report an assessment of the validity and an estimate of the reliability of the instruments in use to evaluate teaching, on an annual basis;
2. To reevaluate on a continuing basis the Policy for Evaluation of Teaching and Procedures to be Followed in Evaluation of Teaching;
3. To conduct at least every three years a formal review of the Policy for the Evaluation of Teaching and Procedures to be Followed in Evaluation of Teaching, and to recommend changes when necessary to the Faculty Standards Council;
4. To oversee the implementation and execution of policies governing the evaluation of teaching;
5. To initiate and oversee the implementation of policies to ensure the security of data collected by University Computing Services;
6. To provide regular summary reports to the Faculty Standards Council.

### **Curriculum Council**

The membership of the Curriculum Council shall consist of four Faculty Senate members selected by the Faculty Senate; seven faculty members (non-senators), elected for two-year terms by their respective colleges; eight chairs of the Standing Committees of the Curriculum Council; one undergraduate and one graduate student selected annually by SGA; and the Provost or designee.

The Council has the following responsibilities:

1. To develop, initiate, monitor, evaluate, and recommend polices and procedures on matters regarding the curriculum at both the undergraduate and graduate levels;
2. To oversee the assessment of academic programs, including inter-disciplinary and distance education;
3. To provide information to academic units on matters pertaining to academic assessment and curriculum matters;
4. To regularly report to the Faculty Senate on its activities, findings, operations, and recommendations, including the actions taken by the Standing Committees.

The Curriculum Council shall have the following Standing Committees:

#### Academic Assessment Committee

The Committee shall consist of one Faculty Senate member selected by the Faculty Senate; seven non-senate faculty members elected for two-year terms by their respective colleges; two

academic deans selected by the Academic Deans; the Director of the Office of Academic Assessment; one undergraduate and one graduate student selected annually by SGA; the Director of University Computing Services, or designee; and the Provost, or designee.

The Committee has the following responsibilities:

1. To serve in an advisory capacity to departments and colleges to assess all academic programs within the University without impinging upon the department's or college's control of its curriculum nor in any way utilizing assessment information in the evaluation of a particular faculty member;
2. To serve as the Faculty Senate liaison group with accrediting associations and bodies, including North Central Accrediting Association, that accredit college and/or University-wide programs and operations;
3. To disseminate information about University-related academic assessment issues and programs;
4. To recommend policies for academic assessment;
5. To provide advice to the Office of Academic Assessment;
6. To develop and evaluate on a continuing basis the program of University College and to recommend changes in the University College programs to the Dean of University College and the Curriculum Council as needed;
7. To recommend changes in the university core curriculum program to the Curriculum Council;
8. To provide regular summary reports to the Curriculum Council.

#### Continuing Education Committee

The Committee shall consist of one Faculty Senator selected by the Faculty Senate; the Dean of the School of Continuing Education and Public Service; seven faculty members elected for two-year terms by their respective colleges; one undergraduate and one graduate student, selected by SGA; and the Vice-President of Information Technology.

The Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the administration of extension and continuing education programs;
2. To provide a means for adequate interpretation of the programs and to receive and consider recommendations for revisions and improvements in them;

3. to conduct a continuous evaluation of extension and continuing education at the University;
4. To provide regular summary reports to the Curriculum Council.

#### Graduate Education Committee

The Committee shall consist of one Faculty Senate member, who must be a Group I or II member of the Graduate Faculty, selected by the Faculty Senate; seven faculty members (non-senators), who must be Group I or II Graduate Faculty, elected for two-year terms by their respective colleges; three graduate students selected annually by SGA; the Dean of the Graduate School; and the Provost, or designee.

The Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the administration of the graduate programs on matters relating to admissions, retention, curricular requirements, residence, research papers and theses, advanced standing, examinations, class sizes, faculty loads, and other duties necessary for the successful operation of the graduate programs;
2. To recommend the addition, deletion, or modification of graduate curricula and programs;
3. To evaluate and approve all interdisciplinary graduate courses and programs;
4. To conduct a continuous evaluation of the graduate programs and to recommend appropriate revisions and improvements;
5. To confer with other committees and councils when problems of mutual concern arise;
6. To initiate and recommend policies and procedures on matters concerning the establishment of qualifications for doctoral fellows, graduate assistants, and the proposed recipients of honorary degrees;
7. To evaluate and approve applicants for membership in the graduate faculty;
8. To provide regular summary reports to the Curriculum Council.

#### International Affairs Committee

The Committee shall consist of one Faculty Senator selected by the Faculty Senate; the Director of the Center for International Programs; seven faculty members (non-senators) elected for two-year terms by their respective colleges; one undergraduate and one graduate student selected annually by SGA; and the Provost, or designee.

The Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for international educational exchange programs, foreign study and travel, and other international programs;
2. To provide a means for dissemination of information about University-related international issues and programs and to receive and consider recommendations for revision and improvements in them;
3. To conduct a continuous evaluation of international programs at the University;
4. Provide regular summary reports to the Curriculum Council.

#### Teacher Education Committee

The Committee shall consist of one Faculty Senate member who is a Category I Teacher Education Faculty, selected by the Faculty Senate; the Dean of Teachers College; the Associate Dean of Teachers College; four Chairs of Academic Departments in Teachers College, appointed by the Dean of Teachers College; one undergraduate student elected by the Teacher Education Committee, annually; one graduate student elected by the Teacher Education Committee, annually; and six faculty (non-senators), elected for two-year terms by each college with Teacher Education Programs.

NOTE: A proposal for changing the current membership of this committee is on the agenda for the November meeting of the University Senate. Depending on Senate action, this committee will be reconstituted accordingly.

The Committee has the following responsibilities:

1. To oversee all policies affecting the professional preparation of teachers;
2. To review curriculum revisions which have an impact on professional education programs;
3. To continually review and evaluate academic policies which affect the professional preparation of teachers, and review proposed revisions to such academic policies;
4. Approve applications for classification as teacher education faculty;
5. Provide regular summary reports to the Curriculum Council.

#### Undergraduate Education Committee

The Committee shall consist of two Faculty Senate members selected by the Faculty Senate; seven chairs of the respective college curriculum committees; two undergraduate students

selected annually by SGA; one Professional Personnel Member from Academic Advising selected annually by the Professional Personnel Senate; and the Provost, or designee.

The Committee has the following responsibilities:

1. To discuss, explore, and plan the future educational direction of the University with regards to undergraduate education, in cooperation with other councils and committees;
2. To review and approve or deny new curricula and undergraduate educational programs and to recommend revision of existing curricula and programs when desirable; with all actions of the Committee in this regard to be reviewed by the Curriculum Council for approval or rejection;
3. To initiate, receive proposals from the colleges or other sources, and recommend policies and procedures relevant to undergraduate degree requirements, grading and credit practices, and academic standards and related matters;
4. To initiate, receive proposals from the colleges or other sources, and recommend policies and procedures on matters concerning the establishment of qualifications for regular faculty and the establishment of standards for determining faculty loads at the undergraduate level;
5. To review its own organization, procedures, and functions and to make recommendations to the Curriculum Council on these matters;
6. To establish one standing subcommittee, the Honors College Subcommittee:

The Honors Subcommittee shall consist of eight members: a member of the Undergraduate Education Committee appointed annually by the Chair of the Undergraduate Education Committee; five faculty members (non-senators) selected by the Faculty Senate; an undergraduate student selected annually by SGA; and the Dean of the Honors College. It shall elect its own chair and secretary.

The Honors Subcommittee has the following responsibilities:

- a. To develop and evaluate on a continuing basis the program of the Honors College;
- b. To recommend changes in the Honors College program to the Dean of the Honors College and the Undergraduate Education Committee, as appropriate;
- c. To initiate and encourage other efforts to create and maintain honors-level work at the University;
- d. To provide regular summary reports to the Undergraduate Education Committee.

### University Calendar Committee

The Committee shall consist of one Faculty Senator selected by the Faculty Senate; seven faculty members (non-senators) elected for two-year terms by their respective colleges; one student selected by SGA; and the Provost, or designee.

The Committee has the following responsibilities:

1. To recommend to the Curriculum Council, annually, the starting and ending dates for each academic year, including establishing the dates for holidays on which classes will not convene; dates for fall, spring, and end of semester breaks; and dates for summer sessions;
2. To receive recommendations from University officials and other sources for changes in the academic calendar and to make recommendations to the Curriculum Council for alterations in the calendar;
3. To provide regular reports to the Curriculum Council.

### **Planning and Budgeting Council**

The membership of the Planning and Budgeting Council shall consist of the following: two members of the faculty senate, selected by the Faculty Senate; the Provost, or designee; the Vice-President for Business Affairs, or designee; one graduate and undergraduate student selected by SGA; one member of the Professional Personnel Senate; and the four chairs of the standing committees of the council.

The council has the following responsibilities:

1. To advise the Faculty Senate concerning fiscal and budgetary matters;
2. To advise and recommend policies to the Faculty Senate concerning matters related to the planning and maintenance of campus physical facilities, office space, classrooms, laboratories, and other working and teaching environments over which the university has jurisdiction;
3. To advise, initiate, or recommend policies and procedures to the Faculty Senate on matters related to the admissions program, readmission, retention of students, student applications, student records, and interpretation of credits;
4. To report regularly to the Faculty Senate on its activities, findings, operations, and recommendations, including the actions taken by the Standing Committees.

The Planning and Budgeting Council shall have the following Standing Committees:

### Academic Facilities Committee

The Academic Facilities Committee shall consist of two faculty senators selected by the Faculty Senate, the Vice-President for Business Affairs, or designee; the Provost, or designee; the Vice-President for Information Technology, or designee; one graduate and undergraduate student chosen by the SGA; and seven faculty members representing each college and chosen by the respective Academic Dean.

The Academic Facilities Committee has the following responsibilities:

1. To advise the Faculty Senate concerning matters related to campus physical facilities, office space, and space utilization policies devoted to academic classrooms, laboratories and other working and teaching environments;
2. To initiate recommendations to the Faculty Senate concerning academic space utilization and renovation and maintenance of that space;
3. To provide advice to any University officer seeking it concerning space and planning of any academic working and teaching environment of any significant portion of the University;
4. To carry out such duties concerning matters listed as the Faculty Senate or President may from time to time direct to the committee;
5. To provide regular summary reports to the Planning and Budgeting Council.

### Admissions and Credits Committee

The Admissions and Credits Committee shall consist of one faculty senator selected by the Faculty Senate; the Director of Registration and Academic Progress; the Dean of Admissions; the Director of Academic Advising; the Provost, or designee; one student selected by the SGA; and seven Department Chairpersons, one from each college, appointed by respective Academic Deans.

The Admissions and Credits Committee has the following responsibilities:

1. To initiate and recommend procedures for implementing University policies on admissions, readmission, and retention of students, student applications, student records, and interpretation of credits;
2. To recommend a procedure for review of cases where existing policies do not apply or where there are reasonable requests for deviations from existing policies;
3. To conduct a continuous evaluation of the admissions program and to recommend appropriate modifications;

4. To provide means for the adequate interpretation of the admissions program and to receive and consider recommendations for revisions and improvements;
5. To provide regular summary reports to the Planning and Budgeting Council.

#### Financial Affairs Committee

The Financial Affairs Committee shall consist of two faculty senators, who are tenured and selected by the Faculty Senate; the Vice-President for Business Affairs, or designee; the Provost, or designee; and one faculty member who is a member of the Salary and Benefits Committee for the Faculty Welfare Council.

The Financial Affairs Committee has the following responsibilities:

1. To initiate recommendations to the Faculty Senate or appropriate University officers concerning fiscal and budgetary matters which affect more than a single unit and involve a significant portion of the university;
2. To exchange advice with any University officers seeking it concerning fiscal or budgetary policies affecting the University, including the university budget request to the Indiana legislature;
3. To carry out such duties concerning fiscal and budgetary matters as the Faculty Senate or President may from time to time direct to the council;
4. To confer with, or receive information from, the Salary and Benefits Committee when necessary;
5. To provide regular summary reports to the Planning and Budgeting Council.

#### Master Planning Committee

The Master Planning Committee shall consist of two faculty senators, who are tenured and selected by the Faculty Senate; the Dean of the College of Architecture and Planning, or designee; the Vice-President for Business Affairs, or designee; the Provost, or designee; the Director of Disabled Student Development; and the four chairs of the Standing Committees of the council.

The Master Planning Committee has the following responsibilities:

1. To participate in and monitor the university master plan related to campus building and renovation of academic buildings and facilities, including classrooms, laboratories, and other working and teaching environments; and policies and timetables to implement the master plan;

2. To advise the Faculty Senate concerning matters related to campus physical facilities, either old, new or proposed; new construction and renovations; and policies related to proposed classrooms, laboratories, and other working and teaching environments, either on campus or off campus where the University has jurisdiction;
3. To initiate recommendations to the Faculty Senate or appropriate University officers concerning space utilization policies affecting more than a single unit and involving a significant portion of the University;
4. To provide advice to any University officer seeking it concerning proposed space and building planning or the working and teaching environment of any significant portion of the University;
5. To provide regular summary reports to the Planning and Budgeting Council.

### **Implementation and Governance Council**

The membership of the Implementation and Governance Council shall consist of the following: two members of the faculty senate, selected by the Faculty Senate; the Chair of the Faculty Senate; the Vice-Chair of the Faculty Senate; the Secretary of the Faculty Senate; the President of the SGA; the Chair of the Professional Personnel Senate; the President of the University, or designee; and the four chairs of the standing committees of the council.

The council has the following responsibilities:

1. To monitor and study all aspects of the Faculty Senate and make all efforts and recommendations needed to ensure its smooth and effective operation; and to establish appropriate deadlines for Councils and Standing Committees when necessary;
2. To monitor and report elections required in the Faculty Senate and to facilitate and certify elections in departments, colleges and other governance units;
3. To recommend to the Faculty Senate appointments to positions on councils, committees, subcommittees, and ad hoc committees as specified in governance documents or by actions of governance bodies, being careful to ensure fair representation of all areas of the University;
4. To prepare and distribute at the beginning of each academic year a complete listing of all members of the Faculty Senate and other University, collegiate, and governance unit bodies, including standing committees and ad hoc committees, and to keep throughout the academic year an accurate master listing of all changes;
5. To check, monitor and report to Faculty Senate the status of Faculty Senate legislation and recommendations every month during the academic year;

6. To submit to the Chairperson of the Faculty Senate by June 30 each year a written summary report of all major changes and recommendations for change in the governance system approved during the preceding year.

The Implementation and Governance Council shall have the following Standing Committees:

#### Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall consist of two faculty senators, chosen by the Faculty Senate; the Vice-Chair of the Faculty Senate; and one member of the Agenda Committee.

The Constitution and By-Laws Committee has the following responsibilities:

1. To study and report on proposals to amend the Constitution of the Faculty Senate, Rules of the Faculty Senate, and the Bill of Rights and Responsibilities for university personnel;
2. To accept and consider proposals from faculty members and other university personnel concerning revisions in the Faculty Senate Constitution and the Bill of Rights and Responsibilities for university personnel;
3. To be responsible for the printing and distribution to the Faculty Senate of amended versions of the Constitution and Bill of Rights and Responsibilities;
4. To provide regular summary reports to the Implementation and Governance Council.

#### Elections and Referenda Committee

The Elections and Referenda Committee shall consist of three faculty senators selected by the Faculty Senate; the Secretary of the Faculty Senate; and seven faculty members from their respective colleges selected by the respective Academic Dean.

The Elections and Referenda Committee has the following responsibilities:

1. To conduct elections required in the Faculty Senate, and to facilitate and certify elections conducted for Faculty Senate representation in departments, colleges, and other governance units;
2. To solicit names of faculty members interested in the faculty governance system, and to recommend appointments to the Faculty Senate councils, standing committees, subcommittees, and ad hoc committees when necessary and ensuring fair representation of all academic areas;
3. To receive written proposals for referenda from the faculty of Ball State University which have been delivered to the Secretary of the Faculty Senate according to the following procedures:

- 3.1 During ten (10) working days after distribution of a Faculty Senate action, if at least 100 members of the faculty file a petition challenging a Faculty Senate action, the Faculty Senate will suspend its implementation of the action until the outcome of the referendum vote has been tallied;
- 3.2 A written proposal for a referendum must be accompanied by a petition signed by at least 100 faculty members and presented to the Secretary of the Faculty Senate before the proposal shall be considered;
- 3.3 Following the receipt of the petition and the proposal, the Faculty Senate Agenda Committee must schedule the proposal for discussion at the next regularly scheduled Faculty Senate meeting;
- 3.4 Provided that a quorum is present, Faculty Senate may vote to amend the original written proposal;
- 3.5 Within ten (10) working days following discussion of the proposal by the Faculty Senate, the secretary of the Faculty Senate shall mail a copy of the written proposal to each member of the Faculty Senate, who will be asked to vote Yes or No on a ballot to be returned to the Faculty Senate secretary within another ten (10) working days;
- 3.6 The proposal shall be considered passed by the Faculty Senate if it receives an affirmative vote from two-thirds of the Faculty Senate;
4. To prepare and distribute elections reports to the Faculty Senate as needed throughout the academic year;
5. To provide regular summary reports to the Implementation and Governance Council.

#### Governance Committee

The Governance Committee shall consist of the Chair of Faculty Senate; the Vice-Chair of Faculty Senate; and the seven chairs of the Faculty Senate Council, each of whom will be a faculty senator.

The Governance Committee has the following responsibilities:

1. To recommend any changes to Faculty Senate structure that will ensure smooth and effective operation;
2. To accept and study any proposals brought forward by members of the university committee concerning the function and structure of Faculty Senate;
3. To act on behalf of the Faculty Senate during academic year recesses and summer terms;

4. To compile at the beginning of each academic year a complete listing of all members of the Faculty Senate and other University, collegiate, and governance bodies, including standing committees and ad hoc committees of the Faculty Senate;
5. To provide regular summary reports to the Implementation and Governance Council.

### Implementation Committee

The Implementation Committee shall consist of two faculty senators, selected by the Faculty Senate; the Chair of the Faculty Senate; the Vice-Chair of the Faculty Senate; and one member of the Implementation and Governance Council appointed by the Council.

The Implementation Committee has the following responsibilities:

1. To review minutes from all councils, standing committees, and subcommittees of the Faculty Senate to ascertain the status of legislation and recommendations directed to the Faculty Senate;
2. To develop and maintain a record of actions pending before, and taken by, the Faculty Senate and of their subsequent status in the University;
3. To report to the Faculty Senate the status of any and all legislative action emanating from the councils, standing committees and subcommittees, and make proposals concerning the movement of those proposals through the Faculty Senate structure;
4. To provide regular summary reports to the Implementation and Governance Council.

### **Academic Resources Council**

The membership of the Academic Resources Council shall consist of the following: two faculty senators selected by Faculty Senate; seven faculty members elected for two-year terms by their respective colleges; the Dean of University Libraries, or designee; the Director of University Computing Services, or designee; the Director of the Teleplex, or designee; the Vice-President for Information Technology (ex-officio, non-voting); one undergraduate and one graduate selected by SGA; and the four chairs of the standing committees of the council.

The council has the following responsibilities:

1. To discuss, plan, and explore the university's policies, procedures and practices for the operation of libraries, academic computing services, information technology resources, in cooperation with the Teleplex and other councils and committees; and to resolve any jurisdictional disputes that may arise between the various units;
2. To review and approve recommendations from the standing committees related to the council;

3. To evaluate on a continuing basis the academic resources of the University to ensure efficient and equitable operation;
4. To initiate and receive proposals from the colleges and other sources, and recommend changes in policies, procedures, and practices on matters concerning academic resources and services to the university;
5. To report regularly to the Faculty Senate on its activities, operations, findings, and recommendations, including the actions taken by the Standing Committees.

The Academic Resources Council shall have the following Standing Committees:

#### Academic Computing Services Committee

The Academic Computing Services Committee shall consist of one faculty senator, selected by the Faculty Senate; the Director of University Computing Services, or designee; one professional personnel senator, selected by the Professional Personnel Senate; one undergraduate and graduate student, selected by SGA; one academic dean, selected by the Academic Deans, and one faculty member appointed by the Academic Resources Council, non-senator, and member of the ARC.

The Academic Computing Services Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the operation of academic computing services;
2. To receive and consider recommendations for improving academic computing resources, services, procedures, and practices;
3. To evaluate academic computing resources and services on a recurring basis;
4. To provide regular summary reports to the Academic Resources Council.

#### Distance Education Committee

The Distance Education Committee shall consist of one Faculty Senator selected by the Faculty Senate; the Dean of the School of Continuing Education and Public Service, seven faculty members elected for two-year terms by their respective colleges; one undergraduate and one graduate student, selected by the SGA; and the Vice-President for Information Technology, or designee.

The committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the administration of distance education programs;

2. To provide means for adequate interpretation of the programs and to receive and consider recommendations for revisions and improvements in them;
3. To conduct a continuous evaluation of distance education at the University;
4. To provide regular summary reports to the Academic Resources Council.

#### Information Technology Committee

The Information Technology Committee shall consist of one faculty senator selected by the Faculty Senate; the Vice-President for Information Technology, or designee; one professional personnel senator, selected by the Professional Personnel Senate; one undergraduate and graduate student selected by SGA; one academic dean, selected by the Academic Deans; and the Director of Center for Teaching Technology, or designee.

The Information Technology Committee has the following responsibilities:

1. To initiate proposals, recommendations, and policies for implementing, supplementing, and renovating information technology structures, internet communications, university websites, and other instructional services made available to academic units and other instructional areas throughout the university;
2. To conduct periodic evaluations of the use and implementation of information technology systems made available through the Center for Teaching Technology to academic units and other instructional areas throughout the University;
3. To call upon information technology experts either inside or outside of the university with special expertise to advise the committee when necessary;
4. To provide regular summary reports to the Academic Resources Council.

#### Library Committee

The Library Committee shall consist of one faculty senator, selected by the Faculty Senate; the Dean of University Libraries; one professional personnel staff member, elected from the Library Professional Staff; one undergraduate and graduate student selected by SGA; the Dean of the Graduate School, or designee; and one faculty member appointed by the Academic Resources Council, non-senator, and member of the ARC.

The Library Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the operation of the University library service;
2. To receive and consider recommendations from the university community at-large for improving library procedures and practices;

3. To evaluate University library services, and consider use of financial resources as they relate to academic unit needs and requests;
4. To provide regular summary reports to the Academic Resources Council.

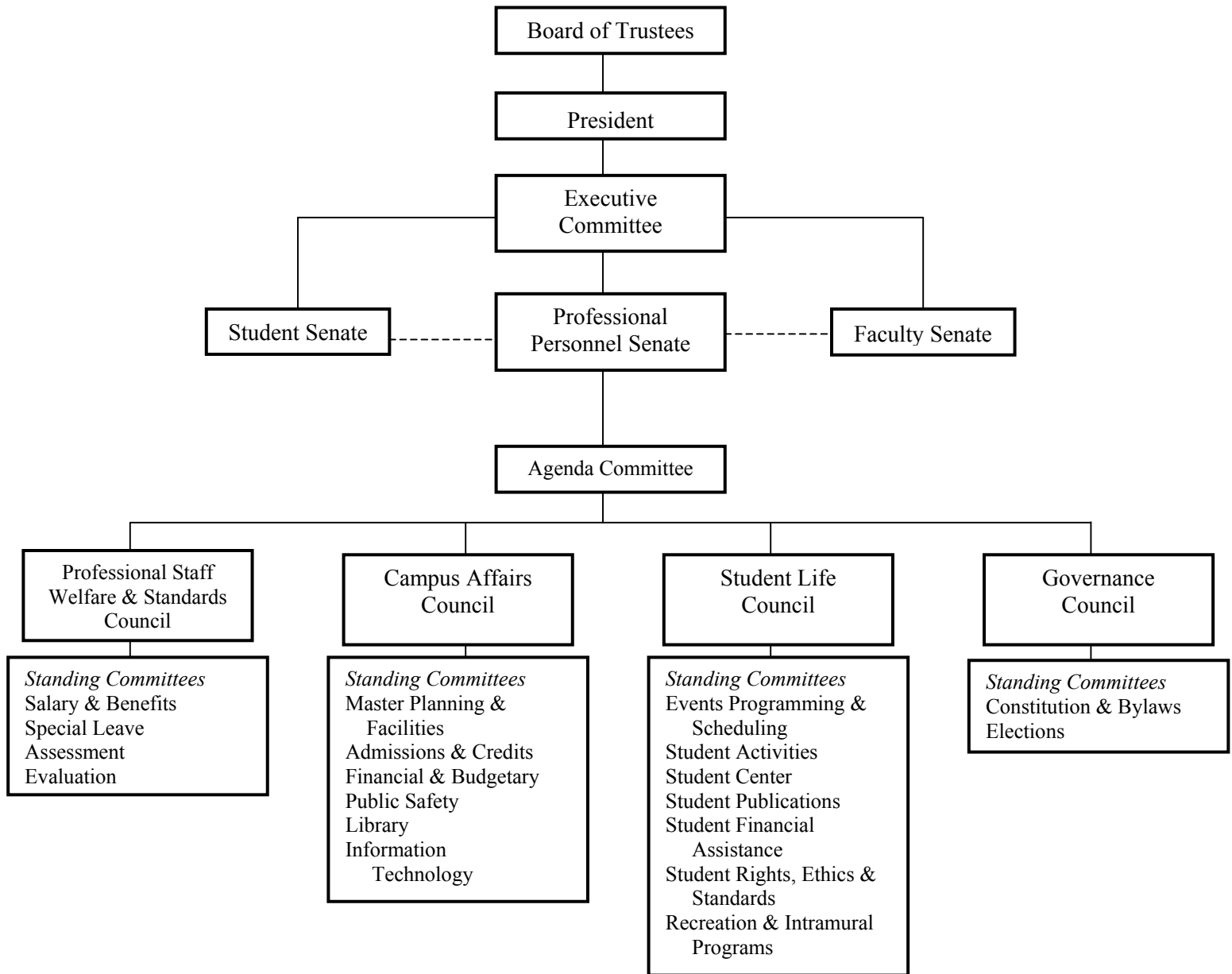
#### Teleplex Committee

The Teleplex Committee shall consist of one faculty senator, selected by the Faculty Senate; the Director of the Teleplex, or designee; one professional personnel senator, selected by the Professional Personnel Senate; one undergraduate and graduate student selected by SGA; one academic dean, selected by the Academic Deans; and one faculty member appointed by the Academic Resources Council, non-senator, and member of the ARC.

The Teleplex Committee has the following responsibilities:

1. To initiate and recommend policies and procedures for the operation of instructional media support services, public broadcasting, video information systems, and other services provided to the university community;
2. To receive and consider recommendations for improving Teleplex services, procedures, and practices;
3. To evaluate Teleplex services on a recurring and systematic basis;
4. To provide regular summary reports to the Academic Resources Council.

### Proposed Professional Personnel Senate Model



**Exhibit 5**

*Professional Personnel Senate Model*

**Professional Staff Welfare and Standards Council**

Salary and Benefits Committee

1. To monitor and evaluate salary and benefit programs and recommend appropriate changes and improvements.
2. To initiate reviews and assessments of market conditions periodically and make appropriate recommendations for adjustments regarding incremental money distributed for market purposes.
3. To review the administration of salary programs annually, working with the President or the area Vice President, to assure compliance with established policy.
4. To review for approval all criteria and processes regarding salaries for all units.
5. To act in an advisory capacity to those who administer salary and benefit programs for the University and to represent the interest of the professional personnel in discussion with such person.

Special Leave Committee

1. To initiate, monitor, evaluate and recommend policies and procedures concerning leaves of absence for professional personnel.

Evaluation Committee

1. To conduct at least every three years, a formal review of the policies and procedures to be followed in professional staff evaluation.
2. To oversee the implementation and execution of policies governing the evaluation of professional personnel.

Assessment Committee

1. To discuss and explore assessment programs and activities and to identify related issues throughout the University.
2. To disseminate information about University related assessment issues and programs.
3. To provide advice to the Office of Academic Assessment.

## **Campus Affairs Council**

### Master Planning and Facilities Committee

1. To advise the Senate concerning matters related to campus physical facilities, office space, new construction and renovation, and policies related to working environment.
2. To initiate recommendations to the Senate or appropriate University officers concerning space utilization policy.
3. To carry out such duties concerning the matters listed as the Senate or President may, from time to time, direct to the Committee.

### Financial and Budgetary Affairs Committee

1. To advise the Senate concerning fiscal and budgetary matters.
2. To initiate recommendations to the Senate or appropriate University officers concerning fiscal and budgetary policies which affect more than a single unit and involve a significant portion of the University.
3. To provide advice to any University officer seeking it concerning fiscal or budgetary policies affecting any significant portion of the University.
4. To carry out such duties concerning fiscal and budgetary matters as the Senate or President, from time to time, direct to the Committee.

### Admissions and Credits

1. To initiate and recommend procedures for implementing University policies on admission, readmission and retention of students, student applications, student records, and interpretation of credit.
2. To recommend a procedure of review of cases where existing policies do not apply or where they are reasonable requests for deviations from existing policies.
3. To conduct a continuous evaluation of the Admissions Program and to recommend appropriate modification.
4. To provide means for adequate interpretation of the Admissions program and to receive and consider recommendations for revisions and improvements.

### Public Safety Committee

1. To initiate and recommend policies and procedures related to the administration of the University Public Safety Program.

2. To act in an advisory capacity to the Director of Public Safety.
3. To serve as a liaison agency, interpreting Public Safety programs to students, faculty and staff.
4. To carry on a continuous evaluation of the Public Safety program.
  - 4.1 A University Traffic Appeals Subcommittee shall be responsible for hearing appeals relating to vehicular traffic and parking violations from faculty, staff and students. The appeal subcommittee shall function independently, but report on its operation to the Public Safety Committee. The Director of Public Safety or a designee shall serve as a non-voting, ex officio member of the subcommittee.

#### Library Committee

1. To initiate and recommend policies and procedures for the operation of the University Library service.
2. To receive and consider recommendations for improving library procedures and practices.
3. To submit any recommendations for changes in policies, procedures and practices in University Library Services.

#### Information Technology

1. To initiate and receive recommendations for improving the University's technology resources, services, procedures and practices.
2. To initiate and recommend policies and procedures for the operation of Computing Services and Teleplex.
3. To receive and consider recommendations for improving computing resources, services, procedures and practices.
4. To evaluate computing resources and services.

### **Student Life Council**

#### Recreation and Intramural Programs

1. To develop and recommend policies and procedures for administration and supervision of Recreation and Intramural Programs.
2. To conduct a continuous evaluation of Intramural and Recreational Programs.

3. To develop and recommend policies and procedures for the use of recreational facilities.
4. To review and make recommendations regarding the Recreation Intramural Programs budget and prices charged for rental of such spaces.

#### Events Programming and Scheduling Committee

1. To initiate, recommend and implement policies and administrative procedures for scheduling University-sponsored cultural and entertainment programs and convocations.
2. To conduct a continuous evaluation of auditorium and convocation programs.
3. To consult with the General Manager of Emens Auditorium and the Director of Sports Facilities Management concerning special and series programs to be scheduled for Emens Auditorium and Worthen Arena.
4. To consult with appropriate University officials concerning programming scheduled in other University facilities and planning for future facilities, and to evaluate programming in University facilities on a continuing basis.

#### Student Activities Committee

1. To receive and consider proposals dealing with student activities policies from the Student Government Association.
2. To initiate and recommend policies in matters related to student activities and organizations.
3. To advise those who administer student activities programs and residence hall programming.
4. To grant recognition to student organizations by the President of the University or a representative.
5. To conduct a continuous evaluation of student activities and programs.

#### Student Center Committee

1. To initiate and recommend policies dealing with Student Center services, programming, usage, maintenance, renovations and operations.
2. To review and make recommendations regarding the Student Center budget.
3. To conduct a continuous evaluation of the Student Center and recommend appropriate improvements.

4. To provide the means for adequate interpretation of the Student Center's programs and operations to its public and to receive recommendations from them for revisions and improvements.

#### Student Financial Assistance Committee

1. To initiate and recommend policies and procedures on matters relating to awarding student financial assistance, including scholarships, grants, grants-in-aid, loans, and student employment.
2. To serve as the appeals body to hear student grievances relating to the awarding and continued receipt of financial assistance.
3. To conduct a continuous evaluation of student financial assistance programs and procedures and recommend appropriate modifications.
4. To provide means for adequate interpretation of the program and to receive and consider recommendations for revisions and improvements.

#### Student Publications Committee

1. To select the editor-in-chief of the Daily News and the Expo and to select the editor-in-chief of any other publication at the request of the publication (editors of general student publications may be dismissed from office only by a vote of the Student Publications Committee).
2. To hear disputes between a student publication and a member of the University or broader community and to recommend means of resolving those disputes to appropriate persons; in this regard the Student Publications Committee will develop procedures which insure a fair hearing to all parties.
3. To review University or other policies concerning student publications and make recommendations concerning such policies to the appropriate parties.
4. To advise a student publication or a department or administrative officer concerning a student publication on request.
5. To conduct a continuous evaluation of student publications and make recommendations to the Student Life Council.
6. To maintain the committee's permanent files in the office of the ex officio member.

#### Student Rights, Ethics and Standards Committee

1. To initiate and recommend policies and procedures on matters related to student rights and responsibilities, standards of conduct and discipline.

2. To develop policies and procedures related to academic ethics, grades appeals and other student academic grievances.
3. To conduct a continuous evaluation of student rights and responsibilities, ethics and standards.

### **Governance Council**

1. To monitor all aspects of the professional personnel governance system and make all efforts and recommendations needed to ensure its smooth and effective operation.
2. To monitor elections required in the professional personnel governance system.
3. To recommend to the Senate appointments to positions on councils, committees, subcommittees and adhoc committees as specified in governance documents or by actions of governance bodies, being careful to ensure fair representation of all areas.
4. To prepare and distribute at the beginning of each academic year, a complete listing of all members of the Professional Personnel Senate and other university collegiate and governance unit bodies, including standing committees and major adhoc committees or special groups and to keep throughout the academic year an accurate master listing of all changes.
5. To submit to the chairperson of the Professional Personnel Senate by June 30 each year, a written summary report of all major changes and recommendations for change in the governance system approved during the proceeding year.

### Constitution and Bylaws Committee

1. To study and report on proposals to amend the constitution of the Professional Personnel Senate, bylaws of the Professional Personnel Senate, and the Bill of Rights and Responsibilities for University personnel.
2. To accept and consider proposals from University personnel concerning revisions in the Professional Personnel Senate constitution and the Bill of Rights and Responsibilities for University personnel.
3. To be responsible for the printing and distribution to the Professional Personnel Senate of amended versions of the constitution and Bill of Rights and Responsibility.

### Elections

1. To facilitate and conduct elections required in the professional personnel governance system.

### **Agenda Committee**

1. To develop and circulate in advance an agenda for each meeting of the Senate.
2. To prepare and distribute by June 30 each year, a written summary report on all Senate actions during the proceeding academic year.
3. To prepare a schedule of all the meetings of the Professional Personnel Senate for each academic year.