

### **Change #3**

#### Handbook Changes from the Faculty Senate

##### 1. Faculty Senate (Section XVIII University Governance)

Proposed Change: Delete Library Science from line 3 on page 161.

Original:

The Faculty Senate shall consist of members from four academic areas of the university: The School of Business (Accounting, Economics and Finance, and Management and Marketing); Liberal Arts (Communications Studies, English, Fine and Art History, Library Science, Music, Modern and Classical Languages, Philosophy and Religious Studies, Theater and Dance); . . .

Revision:

The Faculty Senate shall consist of members from four academic areas of the university: The School of Business (Accounting, Economics and Finance, and Management and Marketing); Liberal Arts (Communications Studies, English, Fine and Art History, Music, Modern and Classical Languages, Philosophy and Religious Studies, Theater and Dance); . . .

##### 2. University Handbook Committee Issue

No Change Recommended:

“Recommendations of committees to the Faculty Senate shall be electronically submitted motions to the Senate for its consideration, which include rationales for the specific recommendations made.” (p. 163, 11b, lines 45-46)

Wording presently exists that addresses the concern that proposed changes coming from the University Handbook Committee include a short statement supporting each proposed change, so we don’t try to speculate why the change is being offered. The Faculty Senate President should reiterate to the chair of the University Handbook Committee the requirement to attached said rationale.

##### 3. Standing Committees of the University (Section XVIII University Governance)

Proposed Change: Add wording to specify deadline for committee elections page 165, line 2.

Original:

The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. Each term of office shall begin immediately after commencement.

Revision:

The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. The deadline for elections to all standing committees shall be March 31st, with each term of office beginning immediately after commencement.

4. Rewrite Academic Advising Committee's charge to be more of an advisory committee to Office of Advising.

Original:

The Academic Advising Committee (AAC) shall consist of four faculty members elected by the Instructional Faculty (one from Liberal Arts, one from Science and Technology, one from Social Science and Professional Studies, and one from the School of Business); one faculty member appointed by the Provost; one student recommended by the Student Government Association and appointed by the Dean of Students; the Director of Academic Advising or designee (ex-officio); and the Registrar or designee (ex-officio.)

The committee:

- 1) Reports to the Provost;
- 2) and makes recommendations concerning the academic advising of students to the Faculty Senate and/or Provost as appropriate. In particular the committee:
  - a. makes recommendations and develops initiatives to clarify, assess and continually improve the advising process;
  - b. monitors the freshman advisor training program;
  - c. ensures that the academic advising system effectively serves students at different academic levels and in various situations.

Revision:

The Academic Advising Committee (AAC) shall consist of four faculty members elected by the Instructional Faculty (one from Arts and Humanities, one from Natural Science and Technology, one from Social Science, and one from the Luter College of Business and Leadership); one faculty member appointed by the Provost; one student recommended by the Student Government Association and appointed by the Dean of Students; the Director of Academic Advising or designee (ex-officio); and the Registrar or designee (ex-officio.)

The committee:

- 1) Reports to the Provost;
- 2) coordinates in an advisory capacity with the Academic Advising Center;
- 2) and makes recommendations concerning the academic advising of students to the Faculty

Senate and/or Provost as appropriate. In particular the committee:

- a. makes recommendations and develops initiatives to clarify, assess and continually improve the advising process;
- b. monitors the freshman advisor training program;
- c. ensures that the academic advising system effectively serves students at different academic levels and in various situations.

5. Clarify the rotation of faculty representatives on BAC.

Original:

The Budget Advisory Committee (BAC) shall consist of the Provost, the Dean of the College of Liberal Arts and Sciences, the Dean of the School of Business, the Chief of Staff, the Executive Vice President, the Director of Planning and Budget, and six members of the instructional faculty nominated by the Faculty Senate, appointed by the President. One member of the instructional faculty shall be appointed by the President to chair the committee. The committee advises the President on matters pertaining to the operating budget of the University.

Revision:

“The Budget Advisory Committee (BAC) shall consist of the Provost, the Dean of the College of Liberal Arts and Sciences, the Dean of the School of Business, the Chief of Staff, the Executive Vice President, the Director of Planning and Budget, and six members of the instructional faculty nominated by the Faculty Senate, appointed by the President. Faculty members serve six-year terms. One member of the instructional faculty shall be appointed by the President to chair the committee. The committee advises the President on matters pertaining to the operating budget of the University.”

6. FGC and FHC and FRC—should not have any overlap of faculty serving on these committees. Add wording to exclude.

Add as a “Note” on p. 166 under 2f:

A faculty member serving on the Faculty Grievance Committee (FGC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Review Committee (FRC).

Add as a “Note” on p. 166 under 2g:

A faculty member serving on the Faculty Hearing Committee (FHC), may not serve on either the Faculty Grievance Committee (FGC) or the Faculty Review Committee (FRC).

Add as a “Note” on p. 167 under 2h:

A faculty member serving on the Faculty Review Committee (FRC) may not serve on either the Faculty Hearing Committee (FHC) or the Faculty Grievance Committee (FGC).

7. Add wording to describe the Faculty Senate's Minutes' Policy to p. 162 , 4d.

The Faculty Senate Secretary will circulate the Senate minutes as follows:

--The Secretary will send out a draft of the minutes to all Senators within one week of the Senate meeting and create a ballot to register votes as they are received.

--Senators are to "reply all" for any changes they wish to request.

--Senators have one week from the receipt of the draft minutes to request changes and vote. The Secretary will log and make requested changes.

--Upon receipt of a simple majority (8 votes), the Secretary will email all Senators that a simple majority has been received and urge them to review and vote as soon as possible. An updated copy of the minutes as revised thus far will also be sent to the Senators at this time.

--Upon receipt of a larger majority (10 votes), the minutes will stand approved. If 10 votes are not received, the minutes will be approved at the next regular Senate meeting.

8. Senate Subcommittees (Section XVIII University Governance)—Add wording to describe PAC, handbook committee, sabbatical committee, and faculty development grant committee.

#### Senate Subcommittees

a. Priority Advisory Committee (PAC): The Priority Advisory Committee shall consist of five (5) Senate members appointed by the President of the Faculty Senate from each of the four academic areas of the university – Luter College of Business and Leadership, Arts and Humanities, Natural Science and Technology, and Social Science. A fifth at-large member will be appointed. This subcommittee will consider competing priorities for budgetary consideration and recommend the budget priorities to the Senate.

b. Handbook Committee: The Handbook Committee shall consist of two (2) Senate members appointed by the President of the Faculty Senate. This subcommittee will review all proposed changes to the Faculty Handbook and make recommendations to the Senate. The Senate shall forward approved language to the University Handbook Committee.

c. Sabbatical Committee: The Sabbatical Committee shall consist of four (4) Senate members appointed by the President of the Faculty Senate. These four members will be appointed from each of the four academic areas of the university: Luter College of Business and Leadership, Arts and Humanities, Natural Science and Technology, and Social Science. This subcommittee will prioritize requests for sabbaticals and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.

d. Faculty Development Grant Committee: the Faculty Development Grant Committee shall consist of four (4) Senate members appointed by the President of the Faculty Senate. These four members will be appointed from each of the four academic areas of the university: Luter College of Business and Leadership, Arts and Humanities, Natural Science and Technology, and Social Science. This subcommittee will prioritize requests for faculty development grants and make these recommendations to the Senate for further recommendation to the Provost. Applications and criteria may be found at <http://provost.cnu.edu/devgrant.htm>.