

PACIFIC UNIVERSITY FACULTY SENATE MINUTES

September 24, 2009

4:00 – 6:00 PM

Prepared by Linda Hunt, Chair Elect

Draft, not yet approved by the Senate

The meeting was called to order at 4:41p.m. by the Senate Chair, Kevin Johnson, following the Listening Tour with President Hallick.

Roll call.

Senators present: Gail Aamodt, Mark Bailey, David Boersema, James Ferguson, Linda Hunt, Lynda Irons, Kevin Johnson, James Kundart, James Lane, John Medeiros, Mike Millard, Provost John Miller, Nancy Neudauer, Phil Ruder (substitute for Martha Rampton), Victor Rodriguez, Lori Rynd, Tal Sanders, Jeff Seward, Mark Szymanski (via videoconference), Carole Timpone, Rick Whiteley, Lorne Yudcovitch

Staff: Karla Staihar

Guests: President Lesley Hallick, Kris Bilderback, John Hayes

Summary of Actions Taken at the September Meeting of the Faculty Senate:

- Lynda Irons was elected as Faculty Senate representative to the Business and Management Strategic Concept Group.
- The Senate voted to receive proposed changes to the Bylaws.
- The Senate voted to recommend proposed changes to the Curriculum and Standards Committee to the University Council.
- The Senate voted to create an ad hoc Academic Assessment Committee.
- Jeff Seward was elected to convene the ad hoc Academic Assessment Committee.
- The Senate voted to receive proposed changes to Chapter 4 Conflict of Interest Policy.

Message from President Hallick.

President Hallick spoke with the Faculty Senate as part of her Listening Tour.

Approval of the minutes.

The minutes of the August 27, 2009 meeting of the Faculty Senate were approved with a spelling correction.

Chair's Comments.

- Proposed changes to student government will be brought to the Senate in October.
- Proposed changes to consensual relationship policy will be brought to the Senate at a future meeting.
- **Please read the University Council minutes prior to each Senate meeting.**
- Dwight Sangrey, Vice Provost of Program Development, is forming a planning group to work on the strategic concept of developing business and management programs at Pacific. He requested a Faculty Senator join the planning group. **The Chair nominated Lynda Irons and she was elected unanimously. She will report back to the Senate next month. She will provide information to the planning group about the Senate's role in the process involved in creating new programs.**

- Martha Rampton is on sabbatical for the current semester. The College of Arts and Sciences elected John Suroviak as her substitute. John Suroviak was unable to attend the September meeting. Phil Ruder attended in his place.

Written Reports from Standing Committees.

- The Institutional Review Board has elected Kelli Shaffer from the School of Dental Health Science. The IRB submitted a written report (see attachment #1).

Update on policy for approval of degree candidates.

- The Board of Trustees Bylaws has requirements for the approval of degree candidates. The language was written when the university only held one commencement.
- The Provost is working with the university attorney and Registrar, Ann Herman, to create a proposal that will adhere to the Bylaws and be appropriate for commencements at different times throughout the year.
- The proposal will be presented at the October Senate meeting.

Action Item: to receive proposed changes to Bylaws.

- Jeff Seward presented proposed changes to the Bylaws (see attachment #2).
- The Senate suggested the following clarifications:
 - A minor grammatical change to Article III, Section 5- remove an extra “and.” Insert “draft” before minutes.
 - Tenor and it is used in the Bylaws is to refer to issues discussed, not emotion. The Chair has requested that the minutes be written in a bullet style and begin with a summary of actions taken during the meeting.
 - With the May meeting a regular meeting, language should be added to require the May meeting be scheduled early to accommodate the end of the semester.
 - In Article IV, Section 4, remove (via email).
- James Lane moved to receive the proposal and David Boersema seconded the motion. The motion passed unanimously.
- **The committee will make revisions and bring the proposal back for the October Senate meeting.**

Update from ad hoc Curriculum and Standards Review Committee.

- Mike Millard presented the committee recommendations (see attachment #3). After meeting with the Provost and Wil O’Shea the committee recommended changes to the Curriculum and Standards Committee and the creation of an ad hoc Academic Assessment Committee to facilitate assessment in preparation for the 2010 accreditation.
- Proposed changes to the Curriculum and Standards committee include:
 - Reducing the membership and removing the Provost. Membership would include Library faculty, one undergraduate and one professional student, and as ex-officio members the Registrar and Director of Institutional Research.
 - Membership will overlap with the membership of college level committees that handle curricular issues, with provisions for ensuring that staggered terms will work with college level membership requirements.
 - Changing the name to Curriculum and Academic Standards Committee to emphasize a focus on curriculum issues.
 - Modifying the charge to include review of proposals to remove academic programs.
 - The committee will meet at least quarterly.
 - Reviewing reports of the Academic Assessment Committee.

- The ad hoc Academic Assessment committee would be created for one year duration charged with:
 - Advising the Curriculum and Standards Committee if an additional assessment committee is needed or if that role can be part of the Curriculum and Standards Committee.
 - Bringing back 2008 assessment plan and doing whatever is needed for accreditation. Ad hoc committee would report to the Faculty Senate and Curriculum and Standards.
- Carole Timpone moved that Senate recommend to the University Council that they restructure the current Curriculum and Standards Committee according to these recommendations. Mike Millard seconded and the motion was unanimously approved. **The recommendation will be forwarded to the UC.**
- Mike Millard moved that the Senate form an ad hoc Academic Assessment Committee as outlined in the recommendations. Following the Bylaws the Chair recommended including a Faculty Senator. James Ferguson seconded. Dr. Millard accepted a friendly amendment to add a Senator to the committee. The motion was unanimously approved.
- The Chair nominated Jeff Seward as the Senate member of the ad hoc committee. He was unanimously elected. **Dr. Seward will establish the committee.**
- The Chair thanked the committee for their work.

Update from UC ad hoc Governance Committee

- Carole Timpone reported that the committee has met twice briefly and has a longer meeting scheduled. The committee has focused on the following:
 - Reviewing the history of the creation of the shared governance system. The committee charged with creating the Faculty Senate recognized that the University Council and committee structure would need to be reviewed.
 - The UC has an important role as the only body with representatives from all constituencies. The relationships between the senates and the UC needed to be worked out and a visual will be created.
 - The committee divided into subgroups to review UC membership, role, and relationship to the senate. A group will look at the committees and which governance body they report to.
 - Committee structure needs to be looked at and it is the purview of the UC to look at Ch. 2 and make changes. All committees should conform to a standard template (see attachment #4). Certain committees may need to add a descriptive paragraph at the bottom about things specific to that committee. The UC provided the template to the Senate as a courtesy, as this is a minor housekeeping issue that does not require Senate approval. The template could be used in revising the Curriculum and Standards committee to see how it works. In addition to revising committees the group is looking at what committees are needed.
 - The committee will look at needed revisions to Ch. 2 after determining what the UC role should be.

Action Item- to receive proposed revisions to Ch. 4 re: Conflict of Interest

- John Hayes presented proposed revisions to Chapter 4 Conflict of Interest policy (see attachment #5). The changes originated in the Provost's Council and have been circulated and further refined. The Conflict of Interest forms are included for reference.
- The Senate discussed the proposal and made the following suggestions:

- Provisions requiring employment not exceed 120% of full-time load should include language allowing Deans flexibility in making exceptions if in the best interest of the university. **Jeff Seward will send suggested wording to John Hayes.**
- The current “1.2” should be removed from contract language.
- “Conflict of Interest” should be more prominent on form and clearly addressed in the text of Chapter 4.
- Carole Timpone moved to receive proposed revisions to Chapter 4. Jeff Seward seconded the motion. The motion was unanimously approved.

Chapter 4- Minor Corrections

- Nancy Neudauer presented copy edits for Chapter 4 (see attachment #6). Email Dr. Neudauer or John Hayes with any further changes.
- **The edited Chapter 4 will go to the President and the Board of Trustees.**
- At the Provost’s discretion it may be posted to the website as a draft not yet approved by the Board.
- **One substantive change needs to be made to make Chapter 2 and Chapter 4 consistent. Suggested language will be sent to Carole Timpone to present to the UC ad hoc governance committee.**

Provost’s Report

- Pandemic Taskforce- the Provost thanked faculty for working with colleges on issues such as attendance in relation to a potential pandemic. The colleges will report to the Provost next week.
- Board Retreat- faculty and student presentations at the retreat were a big hit and something that will continue in hopes of providing more Board involvement with faculty and staff. The presenters spent some informal time with Board members. The Board has an increasing interest in academics and continued interest in finance. First steps are being taken in the Capital Campaign.
- UPC- Faculty Development- pursuant to a University Personnel Committee recommendation Deans are implementing process for faculty development grants. They are working to create a more decentralized process. Funds available have increased to help implement the process. This is an area the Board is looking at for endowment support.
- Questions from Senators-
 - The Senate asked for an update of the status of the proposal to create a new program in nursing. The College of Health Professions is re-examining the program as well as other possibilities which will be discussed as part of the President’s Listening Tour.

Adjournment.

The meeting was adjourned at 6:01 p.m.

ATTACHMENTS

Attachment #1

Institutional Review Board Report to the Faculty Senate
<http://www.pacificu.edu/staff/facultysenate/committees/documents/InstitutionalReviewBoardReporttotheFacultySenate.pdf>

Attachment #2

Proposed changes to the Faculty Senate Bylaws
<http://www.pacificu.edu/staff/facultysenate/proposals/documents/FSBylawsProposedSept09Revision.pdf>

Attachment #3

Proposal for reform of Curriculum and Standards Committee
<http://www.pacificu.edu/staff/facultysenate/proposals/documents/ReportofAd-HocCommitteetoSenatefinal.pdf>

Attachment #4

Committee Name

1. Functions:
The Committee's responsibilities include the following:
 1. Please list.
2. Membership: Number (#)
The Committee will consist of the following members:
 1. Members specified by title or affiliation
 2. voting or non-voting
 3. Other requirements such as tenured.
 4. Number of representatives from each constituency: administrators, faculty, staff, student or non-affiliated
3. Term of Office:
 1. Length of term, specified by constituency if they vary.
 2. Any limits on consecutive terms.
 3. Any requirements for overlapping terms.
 4. Process for replacing outgoing members- contacting the college-level nominating committees, submitting nominees to the UC or Faculty Senate for approval, notifying the college and UC or Faculty Senate of any changes in membership.
4. Role of any Officers, Chair, Vice-Chair, or Secretary, or any Executive Committee
5. Voting Provisions:
 1. Members eligible to vote
 2. Specify if a simple majority or particular number of votes is required for approval.

6. Relationship between the Committee and the UC or Faculty Senate and any relevant College-Level Committees:
 1. Who does the committee report to
 2. When will reports be given
 3. How often does the committee meet
 4. is the committee a decision making or advisory body
 5. the UC or Faculty Senate must be updated on the following:
 - i. membership change
 - ii. proposed Handbook language change
 - iii. proposed change in committee structure or function
7. Descriptive paragraph including anything particular or specific to this committee.

Attachment #5

Proposed changes to Chapter 4 Conflict of Interest Policy

http://www.pacificu.edu/staff/facultysenate/proposals/documents/Chapter49_410Revisions17Sep09.pdf

Conflict of Interest Forms

<http://www.pacificu.edu/staff/facultysenate/proposals/documents/ConflictofInterestForms17Sep09.pdf>

Attachment #6

Proposed changes to Chapter 4 of the University Handbook- minor corrections

<http://www.pacificu.edu/staff/facultysenate/proposals/documents/Chapter4Revisions2009Final4.pdf>