

## FACULTY COUNCIL

### Standing Committee Charges for 2015-2016

From: Ben Trachtenberg, Chair, Faculty Council

To: All Council Standing Committee Chairs

Date: Sept. 17, 2015

As Chair of Faculty Council, I hereby charge the Council standing committees as described below for the 2015-2016 year. These charges are based on suggestions I have received from standing committee chairs and on feedback received at Council's retreat of Sept. 3, as well as my own ideas.

#### **CHARGES FOR ALL STANDING COMMITTEES:**

In addition to the items listed below for specific committees, all Faculty Council standing committees are charged as follows:

Meet in person on a regular basis, with a committee member taking notes so that a record of each meeting can be used to prepare subsequent reports to Council. Absent good cause, standing committees should meet at least monthly.

Over the year, keep track of what tasks and issues have been assigned to what members of committees for attention and action.

In early 2016 (in time for the first regular Council meeting of the calendar year), prepare an informal report on the activities of the committee during the fall semester of 2015. Present that report orally at a Council meeting and submit it in writing to the Chair.

Meet with key administrators relevant to the committee's work (*e.g.*, Fiscal Affairs should meet with the Vice Chancellor for Finance). In addition to scheduling meetings with the entire committee, standing committee chairs may wish to meet with administrators one-on-one.

In the spring of 2016 (no later than the first regular Council meeting following spring break), prepare a formal report on the activities of the committee during academic year 2015-2016. This report should serve as a guide to the 2016-2017 committee chair and should assist the 2016-2017 Executive Committee as it sets the Council's agenda for the next academic year.

Over the year, make recommendations to Council concerning potential Council agenda items relevant to the committee's work.

Over the year, make recommendation to the Chair of Council concerning potential guests to be invited to speak at Council meetings on matters relevant to the committee's work.

## **CHARGES FOR EACH OF THE STANDING COMMITTEES:**

The five standing committees are also charged as follows:

### **Academic Affairs**

The committee will attend to the following issues and report to Council as appropriate:

- (1) To examine the MU Honors College policies regarding the creation, approval, and evaluation of course offerings not cross-listed (and therefore approved) by academic departments and/or divisional units of the campus including: H1010 Honors Career Explorations, 1030H Honors Discussion Group, 1050H Honors Seminar, 1070H Honors Elective Colloquia, 2010H Honors College Tutorial, and other 2xxH and 3xxH colloquia/courses not cross-listed with academic departments. To make recommendations to the Faculty Council as appropriate.
- (2) To examine and evaluate the English proficiency requirements for undergraduate admissions of international students from countries for whom English is not the native language. To make recommendations to the Faculty Council regarding appropriate changes to the undergraduate admission policies.
- (3) With the Student Affairs Committee and the Fiscal Affairs Committee, examine the institutional consequences of the elimination of full tuition waivers for 1/4-time Graduate Assistants and make recommendations to the Faculty Council.
- (4) Faculty Handbook and Catalog updates/revisions: The University Registrar, Brenda Selman, submits an annual list of requests for updates and/or policy changes to the Faculty Handbook and University Catalogs. These will be considered by the committee and recommendations made to the Faculty Council.
- (5) Creation, for Council consideration and approval, the AY2018-19 academic calendar.
- (6) In conjunction with the Diversity Enhancement Committee, create an optional syllabus statement to alert students to their rights and responsibilities under Title IX.

In addition, the committee will attend to carryover items from prior years:

- (7) Further consideration of instructor usage of the last week of classes and the exam week. Faculty survey of the use of this instruction time was completed in AY14-15.
- (8) In conjunction with the Diversity Committee, consideration of revisions to the class attendance policies to reflect: (a) the existence of distance learning technologies, (b) federal financial aid requirements regarding non-attendance, and (c) the recommendations from the 2014-15 Family Friendly Committee. Creation of an optional syllabus statement if appropriate.
- (9) A committee recommendation to either: (a) implement in a timely manner a new campus center for teaching and learning that was envisioned by Chancellor Loftin in the Spring of 2014, or (b) abandon the issue from any further consideration or effort.

## Diversity Enhancement

The committee will attend to the following issues and report to Council as appropriate:

- (1) The diversity training issue. The committee will move forward with the plan to pilot an academic course requirement for freshmen. (In short, the idea is to develop an inclusivity/diversity/cultural competency component within the academic curriculum at MU.). It should also develop some alternative/back up plans, including non-academic options.
- (2) The diversity training issue so far only covers freshmen requirements. The committee will be looking at options for diversity training for other people on campus – *e.g.*, grad students, post docs, researchers, faculty, staff, etc. Some of that may be contingent on the success of the pilot study for the freshman course (mentioned above)
- (3) Increasing diversity on campus. Cultural competency and diversity training will improve the climate and make recruitment easier, but we need to actively recruit people from all diverse/marginalized populations into all levels of the university. We need to understand how to recruit effectively and how that differs from students to faculty to staff etc. The administration is already promising training for people on search committees. What does that look like? Do we need more? Can we develop a rubric similar to that developed by the University of Michigan's ADVANCE program aimed at hiring women into STEM faculty positions, but with other marginalized groups included? The committee will consider these questions.
- (4) Family Friendly Campus Committee – in addition to following up on last year's charge – the committee will investigate issues like daycare on campus that can cut across all groups – undergraduates, grads, faculty, and staff.

## Faculty Affairs

The committee will attend to the following issues and report to Council as appropriate:

- (1) Follow up on the Extension Faculty titles issue (confer with John Lory, who has already done some relevant work).
- (2) Campus Safety – follow up on concerns about the warning (or “Alert”) system (work with Academic Affairs Committee).
- (3) Study MU workload and post-tenure review policy. Coordinate with IFC, which is looking at one or both of these issues. Also, produce a draft document giving Council’s take on these issues from the MU perspective after IFC acts.
- (4) Improve communication between Council and the Graduate Faculty Senate.
- (5) Produce a statement from the committee regarding academic freedom, tenure, and shared governance. The statement should be a document that can be shared with Faculty reminding us of our rights and responsibilities.
- (6) Examine and produce ideas for benefits to MU faculty, ideally those that would increase the “value” of working at MU but would not cost the university much money – *e.g.*, SEC Tuition Exchanges, no-cost membership to the rec center.
- (7) Work with the Diversity Enhancement Committee regarding its latest proposal for a Diversity requirement. Provide feedback and concerns.
- (8) Keep documentation of administrative activity and devise a quantitative metric of performance vis-à-vis shared governance. Provide feedback about the trends.

## **Fiscal Affairs**

The faculty advisory and consultation role is essential to the proper functioning of the University. The Fiscal Affairs Committee is charged with extending this role of oversight of the budget process from the system and campus level to the various divisions. The committee is to engage the relevant faculty policy committees (or equivalent bodies) in the various colleges and schools to meet with their chief administrator and relevant fiscal officer to review and discuss the unit's budget. The Fiscal Affairs Committee is to work with the central administration to ensure administrative cooperation at all levels.

The Fiscal Affairs Committee is charged with determining and reporting to Faculty Council the fiscal impact and administrative efficiencies (or inefficiencies) of the system and campus administrative organizational structures. Issues such as duplication of effort, communication, clarity of authority and reporting, etc., should be examined.

## **Student Affairs**

The committee will attend to the following issues and report to Council as appropriate:

- (1) Work with the Chancellor, the Provost, the Director of Graduate Studies, and the Graduate Student Experience Task Force, as well as other interested parties (*e.g.*, GPC and GSA), to focus on graduate student concerns:
  - a. Communicate with the Graduate Student Experience Task Force on the data it has prepared and has already reviewed.
  - b. Determine how the Faculty Council Student Affairs Committee can immediately help address graduate student issues not already being addressed by the Graduate Student Experience Task Force.
  - c. Review the recommendations of the Graduate Student Experience Task Force (expected at the end of the 2015 Fall Semester) and determine the role(s) of the Faculty Council Student Affairs Committee in facilitating the implementation of those recommendations.
- (2) Continue to work with the Chancellor and other interested parties to define the roles and responsibilities of Faculty pertaining to the prevention/reduction of student alcohol abuse, especially that involving underage drinking.
- (3) Continue to work with the Chancellor and other interested parties to define the roles and responsibilities of Faculty pertaining to Student mental health issues.
- (4) Consider what action Council should take to reduce the harms associated with what is sometimes known as "syllabus week." Coordinate with other standing committees (*e.g.*, Academic Affairs) as needed.