

## FACULTY COUNCIL

### Standing Committee Charges for 2016-2017

From: Ben Trachtenberg, Chair, Faculty Council

To: All Council Standing Committee Chairs

Date: Sept. 14, 2016

As Chair of Faculty Council, I hereby charge the Council standing committees as described below for the 2016-2017 year. These charges are based on suggestions I have received from standing committee chairs and on feedback received at Council's retreat of Sept. 1, 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 2017 (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 2016. 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 2017 (no later than the first regular Council meeting following spring break), prepare a formal report on the activities of the committee during academic year 2016-2017. This report should serve as a guide to the 2017-2018 committee chair and should assist the 2017-2018 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) Examine the interval between final exam schedules and grade submission deadlines.
- (2) Establish a timetable for the evaluation and reapproval (or sunseting) of Certificate Programs.
- (3) Consider substitute core requirements for students with dyscalculia (*i.e.*, math disability).
- (4) Consider ADA responses to students having experienced a concussive head injury.
- (5) Consider the relationship between grade inflation and questionnaire measures of teaching effectiveness (and other correlates of these two items), as well as other concerns about systemic problems associated with such measures (*e.g.*, racial and gender bias in results).
- (6) In conjunction with the Faculty Affairs committee, consider “open access” policies for faculty/student publications.
- (7) In conjunction with the Faculty Affairs committee, consider policies governing “citizen (student) journalists” in classes.
- (8) Consider the Registrar’s annual list of requests for updates and/or policy changes to the Faculty Handbook and University Catalogs.
- (9) Submission for Council consideration and approval, the AY2019-20 academic calendar.

In addition, the committee will attend to these carryover items from 2015-2016:

- (10) Monitor administrative consideration of graduate student tuition/supplemental fee waivers, and provide faculty input if necessary.
- (11) Review class attendance policies.

## Diversity Enhancement

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

- (1) *Curriculum.* The committee will continue to consider possible curricular options related to diversity and inclusion, paying special attention to the implementation of the newly-approved requirement at the College of Arts & Science. The committee will communicate and work with departments and colleges to determine how Council can best help should they wish to create their own programs. Further, the committee will determine what, if any, campus-wide solutions faculty may wish to pursue.
- (2) *Diversity training.* The diversity training implemented so far only has been only for new students (freshmen, transfers). The committee will look at options for diversity training for other people on campus – *e.g.*, undergraduates and grad students who matriculated before the new training existed, post docs, researchers, faculty, staff, etc. Some of these options may be contingent on the results of the training recently implemented for new students (mentioned above), and the committee will evaluate the program’s performance.
- (3) *Increasing Diversity on Campus.* Cultural competency courses and diversity training may well improve the climate and make recruitment easier. Concurrently, 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.  
  
Some related questions for the committee to consider: What does the training for search committees 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?
- (4) *Family Friendly Campus.* The committee will investigate issues like daycare on campus that can cut across all groups (*e.g.*, undergraduates, grads, faculty, and staff). The committee will follow up on previous years’ work on these matters and will coordinate with the Family Friendly Campus Committee.
- (5) *School of Medicine.* Observe how the School of Medicine is responding to diversity and inclusion issues raised in the June 2016 report of the Liaison Committee on Medical Education, and suggest how Council might assist with these efforts.
- (6) *Initiatives Announced at Sept. 13 Press Conference.* Learn more about the diversity and inclusion initiatives announced at the University’s September 13, 2016 press conference, and report to Council about how faculty can assist in the development and implementation of these projects. Coordinate more generally with CDO/Vice Chancellor Kevin McDonald.

## Faculty Affairs

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

- (1) Revisit this item on last year's committee charge:

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.

Consider proposing items in context of findings of COACHE survey results.

- (2) In coordination with the Provost's Office, consider how the tenure and promotion process can be improved (*i.e.*, made more efficient, more humane, less burdensome, and, if at all possible, quicker). [Note: This is not an invitation to consider the merits of individual cases.] Pay particular attention to improvements that can be made without amending the University's Collected Rules and Regulations. If absolutely necessary, suggest amendments to the CRRs.
- (3) Upon completion of the item above (concerning tenure and promotion), examine how Council can institutionalize a process by which the tenure and promotion application process can be reviewed by faculty, perhaps on a triennial basis. If possible, agree upon a plan with the Provost's Office to guide future review efforts.
- (4) In conjunction with the Academic Affairs committee, consider policies governing "citizen (student) journalists" in classes.
- (5) In conjunction with the Academic Affairs committee, consider "open access" policies for faculty/student publications.
- (6) Examine how deans and department chairs determine who receives "waivers" from the minimum teaching loads set forth at CRR 310.080 ("Regular Faculty Workload Policy"). Review the draft "white paper" produced by the University on this matter (issued on or about May 31, 2016, titled "Policy Guidelines for Instructional Workload Adjustments") and consider whether the recommendations therein are (a) sensible and (b) being followed.
- (7) In the event that the Interfaculty Council produces draft reports for the MU Faculty Council to consider (*e.g.*, on Post-Tenure Review), conduct an initial review of any draft and compose a proposed response.

## **Fiscal Affairs**

The faculty advisory and consultation role is essential to the proper functioning of the University. In 2015-2016, the Fiscal Affairs Committee was charged with extending this role of oversight of the budget process from the system and campus level to the various divisions. The committee was tasked 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 worked with the central administration to facilitate administrative cooperation at all levels. With the support of Vice Chancellor for Finance Rhonda Gibler, significant progress was made. However, some units continue to be hesitant in facilitating transparency in the budgetary process. This transparency is especially important now as academic units, as well as support organizations across campus, deal with significant budget cuts.

Accordingly, the Fiscal Affairs Committee is charged as follows:

- (1) Continue its effort at facilitating transparency in the budgetary process at all levels and now in all types of organizations across campus.
- (2) Determine and describe how the various units on campus, academic and otherwise, have dealt with the University's recent significant budget reductions.
- (3) With these data in hand, initiate a dialogue and deliver a report that discusses various methods to deal with the University's budget difficulties, ranging from cost cutting (*e.g.*, reorganization of support and service organizations) to income generation (*e.g.*, differential tuition).
- (4) Monitor how the campus implements the proposed policy concerning the "taxing" of reserves (related to the need for money to fund proposed construction of plant growth centers, as well as other needs).

## 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 other interested parties (*e.g.*, GPC and GSA), to focus on graduate student concerns, including the following:
  - a. Review the final report of the Graduate Student Experience Task Force (dated Dec. 22, 2015, available at [http://gradstudies.missouri.edu/gse-task-force/GSE%20Task%20Force\\_Final%20Report.pdf](http://gradstudies.missouri.edu/gse-task-force/GSE%20Task%20Force_Final%20Report.pdf)) and determine the role(s) of the Faculty Council Student Affairs Committee (and Council more generally) in facilitating the implementation of the report's recommendations.
  - b. Determine how the Faculty Council Student Affairs Committee (and Council more generally) can help address graduate student issues not covered in the Graduate Student Experience Task Force final report.
- (2) Continue to work with the Vice Chancellor of Student Affairs and other interested parties (*e.g.*, MSA) 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 campus administration and other interested parties (*e.g.*, the Counseling Center) to define the roles and responsibilities of faculty pertaining to student mental health issues. Investigate whether MU has sufficient mental health resources available for students (*e.g.*, by determining how long students must wait for appointments).
- (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.
- (5) Consider what the University can do to address the needs of international students (undergraduate and graduate/professional). Investigate whether the MU International Center, the Office of Graduate Studies, and other relevant offices have sufficient resources for their missions, as well as whether they can improve the services provided to international students.