

Minutes: Faculty Senate Special Session (Feb 1 meeting was cancelled)  
Wed., February 15, 3:15p.m., via Teams

**Senators Present:** Catherine Leach, Shannon Wittig, Janna Lock, Richard Miller, Maryjane Dunn-Whitener, Dever Norman, Ruth Eyres, Don Kelly, Amanda Jones, Scott McKinnon, Natalie Scrimshire, Edward Akoto, Jonathon Barranco, Carrie Flora, Christy McDowell, Shari Valentine

**Senators Absent:** Darrel Farmer, Mark Mosser, Patrick Wempe, Stephen Adkison, Martin James, David Warren, Martin Campbell, Christopher Todd

**Alternates Present:** None

**Guests:** Allison Divine, Lisa Massey

1. Call to Order
  - a. Dr. Norman called the meeting to order at 3:16 pm
2. Approval of minutes: December minutes
  - a. Moved/seconded and approved the December minutes.
3. President's Report
  - a. See Addendum 1
  - b. A senator moved to resolve to submit the following statement to the HSU Administration:  
"The senate asks the President to pose the following questions to the Administration regarding the tenure committee currently operating.
    1. How was this committee constituted?
    2. Who chose them?
    3. Why was the Dean of Faculty excluded from the tenure process?
    4. Why was the faculty senate excluded from the tenure committee process? "

**Motion passed unanimously.**

4. Report of committees
  - a. Executive Committee
    - i. Met and built agenda
    - ii. Discussion on how to ensure a Senate President for Fall 2023
    - iii. Dr. Kelly agreed to serve as representative to the Graduate Council in place of Megan Hickerson
  - b. Special Committee
    - i. Special Committee reported its analysis and recommendation for amendments to the faculty senate constitution to the Procedures Committee

- c. Academic Committee
    - i. No report
  - d. Finance Committee
    - i. No report
  - e. Operations and Handbook Committee
    - i. No report
  - f. Procedures Committee
    - i. Procedures Committee met (See Addendum 2) and submitted 8 petitions for amendment to faculty senate constitution (Addendum 3 for all amendment petitions)
    - ii. Vote held to amend constitution according to *Petition 1: Working Outside Constitutional Rules in Future*.  
- **Passed unanimously.**
    - iii. Vote held to amend constitution according to *Petition 2: Change "Department/Departments" to "Learning Community/Learning Communities"*.  
- **Passed unanimously.**
    - iv. Vote held to amend constitution according to *Petition 3: Official Year of the Faculty Senate*.  
- **Passed unanimously.**
    - v. Vote held to amend constitution according to *Petition 4: Language change for Memberships and Academic Year*.  
- Discussion followed.  
- **Passed unanimously.**
    - vi. Vote held to amend constitution according to *Petition 5: Language change for eligibility – "Above the Level of Department Chair" (based on Learning Communities)*.  
- **Passed with 14 votes for and one abstention.**
    - vii. Vote held to amend constitution according to *Petition 6: Membership of Faculty Senate*.  
- **Passed unanimously.**
    - viii. Vote held to amend constitution according to *Petition 7: Date of Elections and Number of Alternates*.  
- **Passed unanimously.**
    - ix. Vote held to amend constitution according to *Petition 8: Faculty Serving on Senate Committees*.  
- **Passed unanimously.**
  - g. Representative to the Board of Trustees
    - i. ASU Board of Trustees met. Regarding HSU, the board played a message from Dr. Ambrose about the status of HSU.
5. Unfinished Business
- a. None
6. New business
- a. A senator moved to resolve:  
"The faculty senate extends its deep appreciation and congratulations to the special

committee for its efforts to reorganize the constitutional process.” **Motion passed unanimously.**

7. Adjournment

- a. Motion and seconded to adjourn. Meeting adjourned at 5:43 PM.

## ADDENDUM 1

### Faculty Questions for the Administration for the Feb 01 Faculty Senate Meeting

- 1. Thus far this year the avenue for applying for promotion/tenure has been to submit an application through the chain of command, starting with the appropriate director of a learning community. Faculty would like to know if there is any process by which faculty have say in the approval or rejection of promotion and/or tenure of applications. Committees that were specific to the colleges used to serve this function, but that structure is no longer relevant, and faculty would like to retain the ability to provide input.**

A Tenure and Promotion Committee has been formed for HSU as a whole. Its members are Rick Dimond, Steve Packison, Randy Duncan, David Warren, May Lim, and Martin James. They receive applications from LC directors and then make recommendations to Dr. Givan, who passes them on to the ASU Board of Trustees.

- 2. We received notification of who our HSU Board of Visitors is in December, but faculty were somewhat caught by surprise because they were not aware that its membership was being decided. So, faculty are curious about the following parameters of this new board:**

**a) Who is responsible for appointing the BOV?**

The ASU Board of Trustees appoints the HSU Board of Visitors according to recommendation of the ASU President.

**b) What categories of issues does the BOV hear, and what decisions do they approve?**

ASU guidelines define what the function of the Board of Visitors is for its campuses. In short, it is not framed as a decision-making body, with the exception of minor internal items, but is more like a board of advisors.

**c) The initial membership of the BOV has been chosen. What is the rationale for the membership composition?**

Robert Rudolph and Steve Eddington (BoT members who have HSU backgrounds) were primary initiators of who should be on it. Staggered terms. HSU plans to have internal mechanisms to help recommend members to Welch, but those have not yet been developed.

**d) Has the BoV had its inaugural meeting? When will meetings be scheduled in the future?**

BoV meetings will be quarterly, prior to BoT meetings. The board will communicate through the Chancellor, about 3-4 weeks before BoT meetings.

It's the hope of the Chancellor that they will also assist in external relations, fundraising, etc. Dr. Ambrose says more on this can be found in the HLC report.

Neil Crowson resigned from BoT, and Kristy Clarke is up for renewal. Dr. Ambrose suggests that that will perhaps have a greater impact than the business of the BoV.

**3. Faculty are nervous about how prepared we are, or are not, for fall semester. What is the plan for ensuring that runs smoothly?**

Directors are currently working through many of the details for meeting the needs of students, and working with the upper administration to determine how their strategies will fit into the overall university operation.

Much of the obstacle to making informed decisions has been due to the failed implementation of Banner, and the work that's been devoted to getting Banner where it needs to be to easily provide the data necessary to make best decisions is finally coming to a head.

Learning Community Director proposals are being formally completed, and on March 3, Dr. Givan will be holding a Retreat for Directors (perhaps Program coordinators, also), to devote to brainstorming how to ensure modified program proposals are effectively initiated.

## **ADDENDUM 2: Procedures Committee Minutes**

### Procedures Committee Agenda

Date & Time: 01-31-23 @ 12:15 pm

Present: Janna Lock, Shannon Wittig, Catherine Leach, and Natalie Scrimshire

Guest: Dever Norman-Senate President

Absent: none

Called to Order: 12:15

New Business:

The procedures committee met to review the amendment proposals to the Faculty Constitution presented to the Faculty by the Special Ad Hoc Committee. Each procedure member, along with the Senate President, reviewed proposals and discussions ensued. Revisions were made to bring clarity to select proposals.

Shannon will get the proposals ready for delivery to the Senate President.

Janna will review proposals and forward them to the Senate President for distribution to the Faculty Senate so they will have time to thoroughly review them before the Special Faculty Senate Meeting on February 15<sup>th</sup> at 3:15 pm.

Adjourned: 4:10 pm

## **ADDENDUM 3: Petitions (in a separate document)**

**Proposed Constitutional Amendment on Working outside Constitution Rules in Future**

**Working outside Constitution Rules in Future – This would be inserted as item 7 in Article XIV.**

In the occurrence of university organizational structure or process changes that render the Constitution, as written, moot or invalid, Faculty Senate may vote to operate outside of the Constitution for a specified and limited period of time in order to maintain operations, in terms of membership eligibility, succession, representation, officers, term of office, official year, or election schedule.

Unless the Faculty Senate votes to extend the temporary conditions, they will revert to those specified in the Constitution at the end of the specified period.

**Rationale**

Changes in university organizational structure or processes that render the Faculty Constitution, as written, moot or invalid, may necessitate the need for Faculty Senate to operate under structure or rules other than as previously specified in the Constitution. This amendment allows the flexibility for continued operations of the Faculty Senate.

**Signatures**

*Shannon Dillip*  
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*Catharina Louch*  
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*Natalie Sushin*  
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*Janna Lock*  
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**Proposed Constitutional Amendment to Change Departmental/Departments to Learning Communities/Learning Community**

**Change Departmental/Departments to Learning Communities/Learning Community – This would change Article V, item 4 AND Article VI, item 9.**

**Article VI, item 9**

**Old Language**

The Procedures Committee shall determine which departments shall conduct the first elections after the adoption of these revisions to the Constitution and determine the number of representatives that shall be elected through the at-large elections.

**New Language**

The Procedures Committee shall determine which learning communities shall conduct the first elections after the adoption of these revisions to the Constitution and determine the number of representatives that shall be elected through the at-large elections.

**Article V**

**Old Language**

Members who have served for two official years are not eligible for the at-large elections until one year has passed. Elected members from the academic departments and library may succeed themselves as departmental representatives. At-large members whose terms are ending may be elected as departmental senators.

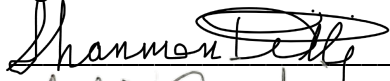

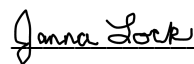
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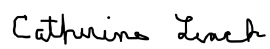
Members who have served for two official years are not eligible for the at-large elections until one year has passed. Elected members from the learning communities and the library may succeed themselves as learning community representatives. At-large members whose terms are ending may be elected as learning communities senators.

**Rationale**

Currently, per the Faculty Senate’s constitution, the Faculty Senate is organized by departments that no longer exist within the organizational structure of Henderson State University. This amendment would reflect the new organizational structure of learning communities.

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**Proposed Constitutional Amendment on Official Year of the Faculty Senate**

**Official Year of the Faculty Senate – This would change Article IV and change Article V, item 3.**

**Article IV.**

**Old Language**

The official year of the Faculty Senate shall commence with the regularly scheduled January meeting of the Faculty Senate, and it shall be concluded with the call to order of the regularly scheduled January meeting of the following year.

**New Language**

The official year of the Faculty Senate shall commence with the regularly scheduled September meeting of the Faculty Senate, and it shall be concluded with the call to order of the regularly scheduled September meeting of the following year.

**Article V, item 3.**

**Old Language**

An elected member to the Faculty Senate shall have served his two official years upon the call to order of the regularly scheduled January meeting following his or her second official year.

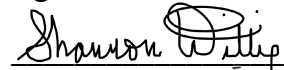
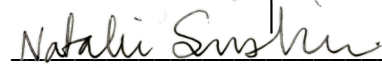
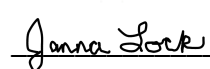
**New Language**


An elected member to the Faculty Senate shall have served their two official years upon the call to order of the regularly scheduled September meeting following their second official year.

**Rationale**

Currently, per the Faculty Senate’s constitution, the Faculty Senate starts in January and concludes in December. However, the majority of faculty members are on 9- or 10-month contracts, which begin in August and end in May. The revision pairs the official year of the Faculty Senate with the official academic year and the timing of annual contracts.

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**Proposed Constitutional Amendment on Memberships and Academic Year (based on Learning Communities)**

**Memberships and Academic Year (based on Learning Communities) – This would change Article VI, item 5.**

**Old Language**

The Procedures Committee of the Faculty Senate shall conduct the election of one eligible representative and an alternate from each of the departments whose representative is leaving office that year, whenever they wish, provided that the results be recorded not later than the first day of November.

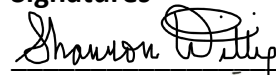
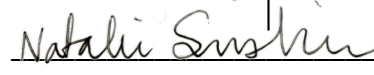
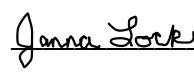
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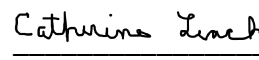
The Procedures Committee of the Faculty Senate shall conduct the election of eligible representative(s) and an alternate from each of the learning communities whose representative(s) are leaving office that year, whenever they wish, provided that the results be recorded no later than the first day of April.

**Rationale**

Currently, per the Faculty Senate’s constitution, membership is organized by departments which no longer exist within the organizational structure of Henderson State University. This amendment would reflect the new organizational structure of learning communities and reflect the change from calendar year to academic year.

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**Proposed Constitutional Amendment on Above Level of Department Chair (based on Learning Communities)**

**Above Level of Department Chair – This would change Article VI, item 1.**

**Old Language**

Eligibility of membership in the Faculty Senate is extended to every member of the faculty and the student body (Article II, Purposes of the Faculty Senate, paragraphs 1, 2, and 6) and with the exception of elected faculty members who are concluding one full term of two official years (except as provided for in Article V paragraph 4), faculty who hold a rank below instructor, and faculty who hold an administrative position above departmental chair. The Faculty Senate shall be the sole judge of interpreting the criteria of membership and eligibility of any given individual as set forth in the Constitution of the Faculty Senate. The Faculty Senate shall interpret faculty to mean those who hold academic rank. Special cases shall be reviewed by the Procedures Committee.

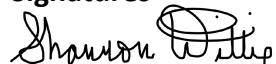

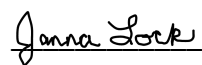
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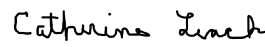
Eligibility of membership in the Faculty Senate is extended to every member of the faculty and student body (Article II, Purposes of the Faculty Senate, paragraphs 1, 2, and 6) with the exception of elected faculty members who are concluding one full term of two official years (except as provided for in Article V paragraph 4), faculty who hold a rank below instructor, and faculty who hold an administrative position of learning community program coordinator or above. The Faculty Senate shall be the sole judge of interpreting the criteria of membership and eligibility of any given individual as set forth in the Constitution of the Faculty Senate. The Faculty Senate shall interpret faculty to mean those who hold academic rank. Special cases shall be reviewed by the Procedures Committee.

**Rationale**

Currently, per the Faculty Senate’s constitution, membership is limited to faculty who hold an administrative position above departmental chair. This amendment would reflect the new organizational structure of learning communities.

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## **Proposed Constitutional Amendment on Membership of Faculty Senate**

### **Membership Criteria of Faculty Senate (to reflect structural change) – This would change Article VI, item 4.**

#### **Old Language**

The Faculty Senate shall consist of: one member from each academic department, one from Aviation, one from the rest of the School of Business, one from the library, and eight members who will be elected at-large with equal representation according to the ranks of professor, associate professor, assistant professor, and instructor. One half of the departmental representatives and one of the at-large members from each of the ranks shall be elected anew each year.

#### **New Language**

The Faculty Senate shall consist of a minimum of two members from each learning community, one from the library, and four members who will be elected at-large with equal representation according to the ranks of professor, associate professor, assistant professor, and instructor. The number of senators in each learning community, in an election year, is determined by the total number of full-time faculty within each learning community using a ratio of one (1) senator per five (5) full-time faculty members. When the number of full-time faculty is not evenly divisible by 5, if the remainder is .80 or greater (4 or more faculty members), an additional senator seat will be allocated.

Within the limits permitted by the Senate-to-Faculty ratio, these groups will be chosen to give proportional representation to all disciplines and programs; however, senate representation is not allocated by discipline or program. Programs and/or disciplines will be organized by learning communities, with no learning community having representation that exceeds 50% of the Faculty Senate membership, with the exception of its at-large members.

The assignment and number of faculty members per learning community for the purposes of Faculty Senate elections will be determined by the Faculty Senate Procedures Committee chair in conjunction with Faculty Senate Procedures Committee before each election. In any learning community with different programs/disciplines, the chair of the Procedures Committee will pick the top candidate(s) with the highest votes from each program/disciplines as senator(s) to ensure diversity in representation from that learning community.

In odd election years, senators will be elected from one half of the learning communities and half of the at-large rank representatives. In even election years, senators will be elected from the remaining learning communities, the library, and the remaining at-large rank representatives.

Senators will be elected to serve two-year terms, with the exception of the first elections after the adoption of this amendment. For the first elections, for senators determined to be elected

in even years shall serve a one-year term, as the initial election occurred in an odd year. For senators determined to be elected in odd years shall serve a two-year term.

**Rationale**

Currently, per the Faculty Senate’s constitution, the Faculty Senate is organized by departments which no longer exist within the organizational structure of Henderson State University. Additionally, this would set forth criteria on how many senators will be elected from each learning community which would allow growth and contraction within any given learning community with a minimum set forth to ensure representation among all learning communities.

**Signatures**

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*Natalie Sushin*  
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*Jana Lock*  
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*Catherine Lueb*  
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**Proposed Constitutional Amendment on Date of Elections and Number of Alternates**

**Date of Elections and Number of Alternates – This would change Article VI, item 6.**

**Old Language**

The Procedures Committee of the Faculty Senate shall devise and distribute the annual ballot to members of the faculty according to ranks held as of November, with memoranda concerning eligibility and with instructions to vote for the appropriate number of representatives in each category. The Procedures Committee shall collect ballots and tabulate results. The chair of the Procedures Committee shall ascertain the names of the appropriate number of individuals in each category who have received the highest number of votes and shall announce the names accordingly. This shall include an alternate for each elected position. The chair of the Procedures Committee will also forward results with the tabulations to the Secretary of the Faculty Senate, who will maintain the records.

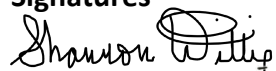

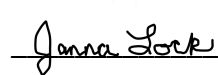
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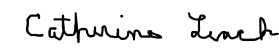
The Procedures Committee of the Faculty Senate shall devise and distribute the annual ballot to members of the faculty according to ranks held as of April, with memoranda concerning eligibility and with instructions to vote for the appropriate number of representatives in each category. The Procedures Committee shall collect ballots and tabulate results. The chair of the Procedures Committee shall ascertain the names of the appropriate number of individuals in each category who have received the highest number of votes and shall announce the names accordingly. This shall include an alternate for the representative(s) from the library, each learning community, and each at-large representative according to the rank of professor, associate professor, assistant professor, and instructor. The chair of the Procedures Committee will also forward results with the tabulations to the Secretary of the Faculty Senate, who will maintain the records.

**Rationale**

Currently, per the Faculty Senate’s constitution, elections for members will be distributed to members of the faculty according to ranks held as of November. This amendment would reflect the change from calendar year to academic year to ensure timely elections occur before the start of the new Faculty Senate term. Additionally, it specifies the number of alternates allotted to the representative(s) from the library, each learning community, and each at-large representative according to the rank of professor, associate professor, assistant professor, and instructor.

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**Proposed Constitutional Amendment on Faculty Serving on Senate Committees**

**Faculty Serving on Senate Standing and Temporary Committees: This would be inserted as item 5 in Article VIII**

Membership of all senate standing committees (except the Executive Committee and Procedures Committee) and temporary committees will consist of senators and faculty members who qualify to serve on the senate (*committees of the whole*) through voting/nominations/appointments as determined by the Procedures Committee.

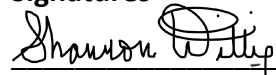

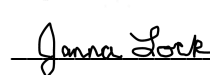
After senators are determined in the voting process, the names of all remaining candidates and alternates shall be grouped into a general pool as committee candidates by the Procedures Committee, and candidates notified (or published) by the secretary. The president of the Faculty Senate, with the help of the Procedures Committee will make allocations to the various committees with the consent of the Senate.

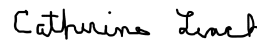
Each senate committee will be chaired by a faculty senator with no more than two faculty senators serving on any committee (including the chair), with the exception of the Executive and Procedures Committees. The chair will serve as the liaison between the committee and the Faculty Senate and report its business to the Faculty Senate at senate meetings. Each committee will comprise no less than five (5) members and no more than ten (10) members, of which any university faculty member may serve.

**Rationale**

There was significant interest in a faculty of the whole idea, but its operationalization was deemed impractical. This proposed hybrid model that combines the traditional committees and the idea of the senate of the whole will allow an increased number of faculty involvement/participation in the senate decisions through committees. The increased faculty involvement in committees will enrich the senate deliberations with diverse knowledge and experiences and will bring the senate closer to its constituents. This will also reduce the need for senators to serve on multiple committees and reduce the workload and enhance quality work in the committees.

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