
Welcome Faculty Senate

Fall 2009
Spring 2010



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MSCD Faculty Senate Preview 2009/2010


The Role of the Faculty Senate: The Faculty Senate is the defined interface between the college administration and the faculty at MSCD. We are the voice of the faculty and the conduit of information between the faculty and the administration. The faculty are charged with providing high quality education to our students. Although as faculty, we are employees of MSCD, we differ from employees in traditional business environments in that we are each experts in our primary area of study. We are expected to transmit/teach our particular area of expertise to the students. To insure this, the faculty are responsible for recommending new majors, certificates, courses and modifications of curriculum. Representatives of the senior faculty review the work of tenure track faculty and make recommendations regarding their retention, promotion and tenure. The Faculty Senate works on improving instructional resources and academic policies. In addition, the Faculty Senate proposes distribution models for merit salary increases, reviews changes in insurance and retirement benefits.

Faculty senators are elected from each department at a ratio of 1 senator/6 full time faculty. There are approximately 96 faculty senators.

The Faculty Senate has a number of committees, which perform much of the college work that is within the realm of the faculty, and at the boundary between educational and administrative concerns. These committees are:


Academic Policies	General Studies
Budget	Instructional Resources
Curriculum	Multicultural Curriculum Review
Elections	Retention, Promotion and Tenure (RPT)
Faculty Diversity	Rules
Faculty Welfare	Student Affairs

The Faculty Senate also appoints representatives to numerous college wide committees including the Alumni Board, Athletic Board, Handbook Committee, Center for Faculty Development Advisory Committee, Strategic Planning Committee, Masters Programs Task Force, Structural Review Committee, Strategic Technology Advisory Committee, First Year Program, HSI, Exigency Committee, Equity Committee, Emergency Preparedness, Space Planning, Allocation and Resource Committee, College Academic Policies and General Studies Committees and other college wide committees as needed.



Faculty Senate Issues: This year the Faculty Senate will be involved in a number of issues including the following which are not in priority order:

- 1) **Planning for the “Right Sizing” of the college based on both the goals of the college and financial concerns**
- 2) **Development of a Comprehensive Faculty Compensation Plan**
- 3) **General Studies revision and implementation**
- 4) **The Development of Masters Programs**
- 5) **Faculty Evaluation Common Guidelines**
- 6) **Development and implementation of a Differentiated Workload**
- 7) **Changes to the Faculty Evaluation by Students**
- 8) **The format for Faculty Contracts**
- 9) **Adjunct Faculty Role**
- 10) **Development toward becoming an Hispanic Serving Institution**
- 11) **Changes to the Handbook for Professional Personnel relating to Reappointment, Promotion, and Tenure, Differentiated Workload and other issues.**
- 12) **Continue to develop and maintain a strong relationship with the Council of Chairs.**
- 13) **Excellence in Teaching Award**
- 13) **Changes to the Faculty Senate Bylaws**
- 15) **Response to the Higher Learning Commission Report on On Line Education**
- 16) **Strategic Planning for the College**



17) Structure of the Schools

18) Possible Name Change to *** University**

19) Additional Faculty Senate Priorities as identified

Faculty Senate will be called upon to provide ideas, and assist in the resolution of additional issues as they develop throughout the year.



Faculty Senate President Council / 2009 – 2010

President: Lynn Kaersvang
Vice President: Dorothy Snozek
Secretary: Layton Curl
Faculty Trustee: Hal Nees

Caucus Chairs

BUS: Juan Dempere
LAS: Kamran Sahami
SPS: Sue Barnd

Senate Attendance Rules

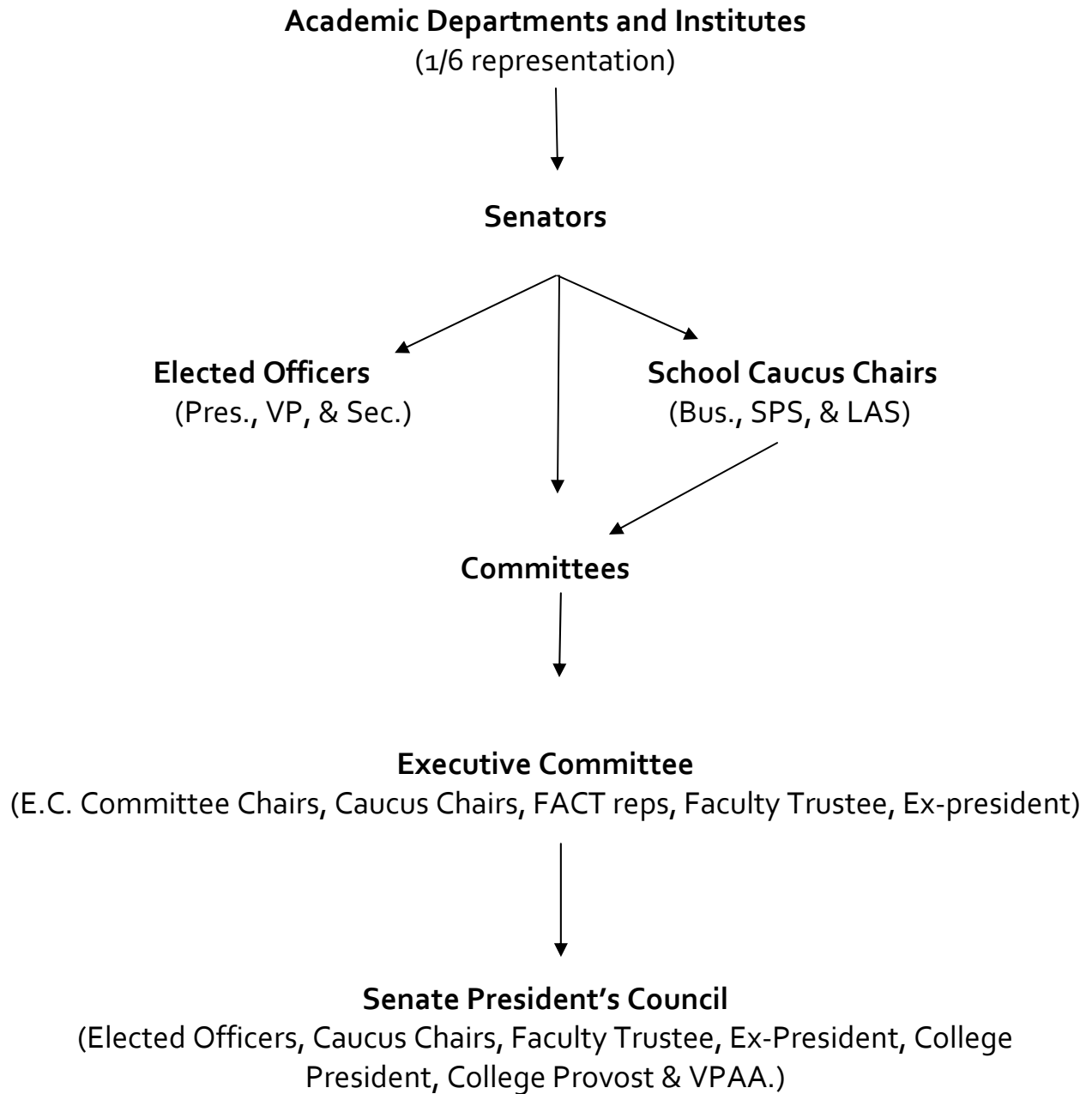
2.1 Each Senator shall be elected to serve a two-year term. The term of office shall begin with the last regularly scheduled meeting in the Spring.

2.2 Vacancy Provision. In the event that the term of any elected Senator is ended before its normal expiration date, the department of instruction shall elect another member of its faculty, who shall serve only until the normal end of the term of the Senator whose departure required the replacement.

2.3 Recall. An elected Senator may be recalled by a two-thirds vote of the Senator's department. In the event of a recall, the department chairperson for the department shall notify the President of the Senate of the recall, who shall cause the roster to be amended accordingly.

2.4 If any Senator is absent for **three consecutive** meetings, the **Senate President** shall **notify the Senator's** department. The Senator may **then be replaced by the Senator's** department.

The Structure of Senate





Shared Governance Statement

- Within the College's statutory role and mission and the Board of Trustees' operational mission, all constituencies have a role and a responsibility in assisting the College to achieve excellence in all areas of College activity. In pursuing excellence, the Board of Trustees welcomes and expects the participation of faculty, students, staff, and other College constituencies in the decision-making process.
- The Board of Trustees encourages a broad exchange of information and ideas. To facilitate the exchange of information and ideas, the Board of Trustees looks to the President of the College as its primary liaison with the College constituencies. To be effective in this role, the President must establish an open environment of communication with all members of the College community and establish avenues for consultation and recommendation by faculty, students, and staff regarding policy matters considered by the Board of Trustees.
- The Board of Trustees delegates to the President, as the chief executive officer of the College, full authority and responsibility for administering the College within the policies and procedures established by the Board of Trustees. Within this delegation is the expectation that the President will elicit the participation and facilitate the fulfillment of the roles and responsibilities of the College's campus constituencies in the College's internal decision-making processes. It is through the initiative, participation, and effort of all the College's constituencies that excellence is achieved.

Conduct of the Faculty Senate Meetings

There are **96** members of the Faculty Senate. Consequently, the meetings have to be organized to keep them efficient and effective. The Faculty Senate President sets the agenda, usually with the assistance of the Faculty Senate Executive Committee. The FS office is to send out the agenda at least 3 days prior to the senate meetings. The Faculty Senate President or his/her designee facilitates the meetings.

Parliamentary Procedure: This is a set of rules that facilitates the conduct of meetings with a large number of participants. Following parliamentary procedures ensures that all members know the rules and have the opportunity to participate in the business at hand.

Quorum: A quorum (50% + 1 senator) needs to be present to conduct any official decision. If a quorum is not present, discussions can be held but no votes may take place.

Motions: Propose either a decision or a course of action. Making and acting on a motion requires the following procedure:

1. A Senator makes a motion ("I move that...")
2. A different Senator seconds the motion ("I second the motion"). The exception to this rule is if the motion comes from a committee then it does not require a second.
3. The President should restate the motion and ask for discussion.
4. The Senators come to a microphone and once acknowledged, identify themselves and concisely makes statements in favor or opposition to the motion.
5. The President ends debate and calls for a vote.
6. The President states the result of the vote.

Amending Motions: Someone can move to amend the motion, an amendment can take one of three forms:

1. Insert or add a phrase or condition
2. Strike out (remove part of a motion)



3. Strike and insert a new condition.


The proposed amendment must be seconded. The proposed amendment is debatable and then it has to be accepted by a majority vote. Once the amendment has been voted on then the Senate needs to return to debating the main (now possibly amended) motion.



PARLIAMENTARY PROCEDURE "TIPS"


The following "tips" on Parliamentary Procedures will help Senate meetings run more efficiently, allowing the Senate to accomplish business in a timely fashion.

- I. The Faculty Senate Constitution and By-Laws can be found on the MSCD Web Site. The URL is: <http://www.mscd.edu/~senate/>
- II. The Faculty Senate meetings begin at 3:50 p.m. The meeting cannot be called to order until a quorum is present. The Senate is composed of 96 members. Therefore, 49 members must be present for the Senate to be called to order. After the meeting is called to order, any time the number of Senators present falls below **49**, no Senate business may be conducted. Therefore, please do not leave before the meeting is adjourned.
- III. To place an action item on the floor of the Senate there must be a motion and a second. Only after the formal motion is made and seconded may the presiding officer open the floor for discussion. Whenever possible, a Senator wishing to make a motion should have it written out, should read the formal motion into the minutes for the Senate, and should give a copy to Senate Administrative Assistant, Robyn Sherwood.
- IV. When an action item is part of a Standing or *Ad Hoc* Committee Report, the following rules apply:
 - A. The Committee Report by the Committee Chair/or the designee is the Motion
 - B. The action of the Committee in sending the report to the Senate is the Second.
 - C. All Committees presenting an action item to the Senate for discussion and voting should have the action written in the form of a motion and the formal motion should be read into the minutes of the Senate. A hard copy should be available to give to Robyn Sherwood.

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- D. The Committee Chair/or designee should introduce the motion in the following manner: “As Chair of the _____ Committee, I move and the Committee seconds that “the formal motion in its entirety is then read into the Senate minutes.””
- E. Only after the formal motion is made and seconded may the presiding officer open the floor for discussion.
- V. When a “hot button” issue is slated to come to the Senate Floor, the Senate should establish by a two-thirds vote a time limit for discussion prior to the start of the discussion. Such a motion is not debatable. When that time is reached one of two actions must be taken:
- A. The properly made and seconded motion is voted upon with NO FURTHER DISCUSSION.
- B. If members of the Senate believe that further discussion is desirable, a Senator may move to POSTPONE the motion until the next regular meeting of the Senate or a special meeting is called to debate that particular motion.


The motion to Postpone requires a second. For such purposes, it is improper to move to table the motion or more properly to “Lay the Motion on the Table.”

1. The Motion to Postpone is debatable. However, only the act of postponing continued discussion of the motion is debatable not the primary motion.
 2. If the Motion to Postpone fails, the vote on the primary motion must be taken immediately with no further discussion.
- C. It is generally conceded that all members who wish to speak to an issue should have opportunity to be heard before any member is permitted to speak a second time.
- VI If no time limit for discussion is established prior to the discussion of a properly made and seconded motion, a Senator may rise and state: “I move the previous question.” Doris Zimmerman states in, *Roberts Rules of order in Plain English*, that to call out “QUESTION” is plain rude and should be ignored by the presiding officer. The motion to move the previous



question is out of order when a member has the floor, it cannot be debated, and requires a two-thirds vote of those present and voting as long as that number exceeds the number required for a quorum.

- VII. Privileged motions enable a speaker to interrupt business on the floor to state an urgent request. There are two types of privileged motions:
- A. General privilege makes known needs of some or all members of the Senate, such as: *"We cannot hear the speaker."* *"The members in the back of the room did not receive the material being circulated."*
 - B. Personal privilege may be used by a member to correct misinformation. For example, a member may rise to state: *"The speaker is misstating my remarks."*
 - C. The presiding officers usually rules as to whether the privilege is important enough to interrupt the business of the meeting. A member cannot claim privilege in order to make a speech—such behavior must be ruled out of order. The speaker who was interrupted has the floor again when the question of privilege is settled.
- VIII. All votes should be taken by members of the Election Committee. The Chair of the Elections Committee/or designee should report the votes to the presiding officer who then reports the vote.
- IX. Only members of the Senate are permitted to vote on any issue. If a Senator is unable to attend a meeting of the Senate, another member of the Department may attend the Senate meeting to report the actions of the Senate to the Department. However, the person may not vote on any issue. When guests attend Senate meetings, they should be encouraged to sit in a separate section, although they may be personal friends or departmental colleagues. This enables the members of the Elections Committee to be certain they are counting only the votes of duly elected Senators.
- X. The motion to adjourn the meeting must be seconded. It is out of order when a member has the floor. It cannot be debated. It cannot be amended. It requires a majority vote.



Ways to Contact the Faculty Senate:

Call the Office at (303) 556-3905

Visit us in Central Classroom 303

8:30 – 4:30 Monday, Tuesday, Thursday,

8:30 – 3:00 Wednesday and Friday

Email Senate President or Administrative Assistant

Lynn Kaersvang kaersval@mscd.edu

Robyn Sherwood asherwo1@mscd.edu

Faculty Senate Web Site <http://www.mscd.edu/~senate>

FACULTY SENATE

Tivoli 320 A & B

3:50p

<u><i>F A L L Semester 2009</i></u>
Wednesday, Aug 26
Wednesday, Sept 9
Wednesday, Sept 23
Wednesday, Oct 7
Wednesday, Oct 21
Wednesday, Nov 4
Wednesday, Nov 18
Fall Break Nov 23-29
Wednesday, Dec 9
Winter Break Dec 25–Jan 17
<u><i>S P R I N G Semester 2010</i></u>
Wednesday, Jan 20
Wednesday, Feb 3
Wednesday, Feb 17
Wednesday, Mar 3
Wednesday, Mar 17
Spring Break Mar 22-28
Wednesday, Apr 7
Wednesday, Apr 21
Wednesday, May 5 Elections



Constitution

ARTICLE I

Name

The name of the organization shall be Metropolitan State College of Denver Faculty Senate.

ARTICLE II

Purpose

The purpose of the Faculty Senate shall be to officially represent the faculty in all matters of interest and concern to the faculty. These interests and concerns shall include but not be limited to receiving and making recommendations on current and proposed changes in academic, administrative, fiscal and personnel policies.

ARTICLE III

The Faculty

The faculty shall consist of individuals who hold current contracts to teach for Metropolitan State College of Denver and whose current assignment includes at least six credit hours of scheduled teaching. Department chairs shall also be classified as faculty. Individuals appointed for teaching or instructionally related responsibilities on a per credit, per term basis are excluded.

ARTICLE IV

Members

Section 1 Representation

1.1 Departmental Faculty. From each department of instruction there shall be one Senator for each six (6) faculty members holding an academic-year contract. The number of Senators from each department shall be the number of faculty in the department shown in the staffing pattern of the Spring Semester divided by six (6), with all fractions being rounded to the next higher whole number.

1.2 The FACT representatives or alternate shall be *ex-officio*, voting members of the Senate.


1.3 The Faculty Trustee of the State Colleges elected from Metropolitan State College of Denver shall be an *ex-officio* voting member of the Faculty Senate.

1.4 The elected representative from Metropolitan State College of Denver to the Colorado Faculty Advisory Council (CFAC) shall be an *ex-officio* voting member of the Faculty Senate.

Section 2 Term of Office

2.1 Each Senator shall be elected to serve a two-year term. The term of office shall begin with the last regularly scheduled meeting in the Spring.

2.2 Vacancy Provision. In the event that the term of any elected Senator is ended before its normal expiration date, the department of instruction shall elect another member of its faculty, who shall serve only until the normal end of the term of the Senator whose departure required the replacement.



2.3 Recall. An elected Senator may be recalled by a two-thirds vote of the Senator's department. In the event of a recall, the department chairperson for the department shall notify the President of the Senate of the recall, who shall cause the roster to be amended accordingly.

2.4 If any Senator is absent for three consecutive meetings, the Senate President shall notify the Senator's department. The Senator may then be replaced by the Senator's department.

Section 3 Election of Senators

3.1 Eligibility. Any person defined as a member of the faculty in Article III shall be eligible for election to the Senate, provided that every Senator elected shall represent a department. No faculty member shall be elected to represent more than one department. To be eligible to represent a department, at least fifty per cent of a member's assigned duties must be within the department.

3.2 Balloting. Any person defined as a member of the faculty in Article III shall be eligible to vote for Senators, provided that the franchise shall be exercised only in electing Senators to represent a department. No member of the faculty shall be denied a vote.

3.3 Election procedures. The election of Senators shall be conducted by the departments of instruction prior to April 15, based upon the staffing patterns of the Spring Semester. The elections shall be by ballot and the results of these elections shall be reported to the President of the Senate. Each department shall develop its own procedures consistent with this provision. These procedures shall be written and available to the members of the department.

Section 4 Officers of the Senate

4.1 Election of Officers. The elected officers shall be a President, a Vice President, and a Secretary. These officers shall be elected by the Senate from its elected members for a one-year term. The election shall be by ballot.

4.2 Eligibility. Any Senator shall be eligible to hold office.

4.3 Nominations. Nominations shall be made from the floor at the last meeting of the Senate in the Spring of each academic year.


4.4 Terms of Office. Officers shall assume the duties of their offices upon election at the last regular Senate meeting in the Spring.

4.5 Vacancy. In the event the President shall vacate the office, the Vice President shall become President, and all other vacancies shall be filled by election from the Senate.

Section 5 Procedures of the Senate.

5.1 Referendum. Any act of the Senate shall be referred to the faculty for final determination upon a majority vote of the Senate or upon presentation of a petition signed by ten per cent of the faculty.

5.2 Initiative. The President shall include in the next agenda of the Senate any new business matter when such is requested in writing by five or more members of the faculty.



5.3 Voting. Votes on motions of the Senate shall be by voice. Any member of the Senate may call for a division of the house. Upon demand of two members of the Senate, voting shall be by ballot. There is no voting by proxy or absentee ballot.

Section 6 Committees of the Senate

6.1 Formation. The Senate shall have the power to form ad hoc committees. The Standing Committees shall be specified in the Bylaws.

6.2 Powers and Duties. The Senate may assign powers and duties to these committees.

6.3 Senate Rules of Operation. The Senate shall have the power to adopt its own rules of operation to carry out these assigned responsibilities.

ARTICLE V

Parliamentary Authority

In meetings of the Senate, all questions of interpretation of the Constitution and Bylaws shall be referred immediately to the Rules committee, which shall convene, consider the matter, and issue a ruling before the matter be put to a vote. All questions of parliamentary procedure not specifically mentioned by the Constitution or Bylaws shall be decided according to the newly revised Robert's Rules of Order.

ARTICLE VI

Amendments

Amendments shall be initiated by a two-thirds vote of the Senate at any meeting where a quorum is present or by a petition signed by at least twenty percent of the faculty. Proposed Amendments to the Constitution shall be presented in writing to the members of the faculty at least 30 days prior to a vote of the faculty.

An amendment shall require an affirmative vote of a majority of faculty members voting. Voting shall be by ballot.



Bylaws

ARTICLE I

Officers and their Duties

Section 1 President

It shall be the duty of the President to preside at all meetings and to carry out the policies and procedures of the Senate as defined in the Constitution and Bylaws. The President shall serve as the Faculty Marshal at commencement ceremonies for the year of the President's term. The President of the Senate shall chair the Executive Committee of the Senate and the Senate President's Council of the Senate. Further, the President is empowered to represent the Senate, and thus the faculty, by attending and participating in meetings of administrative councils and committees and all other such bodies whose duties, responsibilities, and/or statutory authority may give rise to issues of concern to the faculty.

The President represents all faculty. The President serves as a facilitator at Faculty Senate meetings. The department that the President represents shall elect an additional senator who will serve as a senator while the President serves as President.

Section 2 Vice President


It shall be the duty of the Vice-President to assume all duties of the office as defined in the Constitution and Bylaws, and to assume the duties of the President in absence of the President.

Section 3 Presiding Officer Pro Tempore

In the event of the absence of both the President and the Vice-President at any meeting of the Senate, the order of succession shall be the Secretary, followed by the Chairs of the Standing Committees in order as identified in Sections 11 through 19.

Section 4 Secretary

All resolutions and proceedings of the meetings of the Senate and Executive Committee shall be recorded by the Secretary or a designated recorder.



The Secretary shall keep a roster of the members of the Senate and members of the Committees of the Senate.

ARTICLE II

Conduct of Senate Meetings

Section 1 Regular Meetings

The Senate shall meet at least once each calendar month during the spring and fall semesters and may meet during the summer if quorum is available.

The Executive Committee shall schedule meetings at a time when the largest number of Senators is available.

Section 2 Special Meetings

Special meetings shall be called by the President, by the Executive Committee, by a majority vote of the Senate, or by written demand of fifteen Senators. Only business mentioned in the notice shall be transacted at the special meeting.

Section 3 Quorum

A majority of the members of the Senate shall constitute a quorum authorized to transact any business duly presented at any meeting of the Senate.

Section 4 Notice of Meetings

The President shall be responsible for developing an agenda for each regular meeting, and the agenda shall be distributed to the Senators three (3) days prior to the meeting.

4.1 All action items to come before the Faculty Senate must be presented in writing to each Senator three (3) days prior to action. In case of urgency, the Senate shall vote to consider item as an emergency item.

Section 5 Order of Business

The order of business for all regular Senate meetings shall be according to the agenda developed by the President. The order of business may be changed by a two-thirds affirmative vote.



Section 6

A non-member of the Senate shall be allowed to participate in the discussion of business upon majority vote of the Senate.

ARTICLE III

Senate President's Council
[Amended 3/17/93]

Section 1 Membership

The President shall preside over the Senate President's Council. The Senate President's Council membership shall consist of the Senate President, the Senate Vice President, the Senate Secretary, three at-large Senators elected from their respective school caucuses, and the last person to serve as President of the Senate prior to the incumbent, who shall be a member of the Council *ex-officio* with vote. The at-large positions would be charged with the responsibility of convening school caucus meetings whenever necessary.

Section 2 Term of Office

The members of the Senate President's Council shall serve one-year terms.

Section 3 Duties

The Senate President's Council membership shall assist the Senate President in the exercise of his/her duties--as enumerated in Article 1, Section 1--by advising the President of any matters of interest and/or concern to the faculty--whether or not formally before the Senate or any Senate Committee. It shall perform the evaluation of the Vice President for Academic Affairs and the President of Metropolitan State College of Denver. Individual members shall or may, upon assignment, represent the Senate in meetings of administrative councils or committees, before legislative bodies and committees, and/or statutory authority may give rise to issues of concern to the faculty. The Senate President's Council is empowered to present resolutions or recommendations to the Senate.

Section 4 Meetings

The Senate President's Council shall meet at the call of the Senate President or upon a request by three (3) members of the Council.



ARTICLE IV

Election of Senate Standing Committees

Section 1 Eligibility

Any member is eligible to be a member of any Senate committee unless otherwise indicated in the Bylaws, provided there is compliance with the conditions stated in ARTICLE V Section 8 of the Bylaws. The Secretary of the Senate shall have the duty of determining the eligibility of each member of each standing committee and the Secretary shall report to the Senate whether or not the members are eligible to serve on the Standing Committees.

Section 2 Membership on Committees

Unless otherwise indicated in the Bylaws, membership on committees shall be as follows: each school shall have a number of representatives equal to the integer quotient of the number of committee members divided by the number of schools. Any additional members for any committees shall be elected from the Senate at large.

Section 3 Elections

Election of members to Senate committees be conducted by the Senators from each school in a caucus held prior to the last Senate meeting of the spring. At-large Senators shall be elected during the last Spring meeting. The Elections Committee shall be elected as the first order of business as the new Senate organizes.

Section 4 Terms of Office

Terms of office on Senate committees shall be as specified.

ARTICLE V

Standing Committees of the Senate

Section 1 Composition

There shall be such standing committees in the Senate as are designated in this



ARTICLE.

Section 2 Organization

The committees shall be organized after each annual election. The President of the Senate shall instruct the person whose name is alphabetically first among members of each committee, who has served on the committee at least one previous year, if possible, to call a meeting within two (2) weeks of the election of the committee. The purpose of the meeting is to elect a chairperson. The elected chairperson of each committee shall compile a list of all committee members and officers and shall present that list to the President of the Senate. A list of all committee rosters shall be distributed to each Senator. (*Amended 12/9/98*).

Section 3 Committee Meetings

Each committee shall schedule regular meetings as necessary to conduct its business. Meetings may be called by the chairperson, by any two elected members, or by the Executive committee. The chairperson shall present reports and recommendations to the Senate. Standing committees have the right to either invite non-members or exclude non-members from committee meetings.

Section 4 Record of Meetings

Each committee of the Senate and each subcommittee shall maintain a written record of its activities.

Section 5 Committee Reports

Each committee chairperson or member designated by the chairperson shall report to the Senate at each Senate meeting its actions, if any, during the preceding period. Each committee shall file an annual written report to the Secretary of the Senate.

Section 6 Committee Participation

Members of the committees shall participate in matters with which committees other than committees of the Senate are concerned as authorized by the Senate.

Section 7 Committees and Subcommittees

Unless the provisions in these bylaws with reference to the membership in committees provide otherwise, committee members may be selected from the faculty at large, provided that there are no eligible and willing Senators available; however, Chairs of committees shall be members of the Senate. Standing committees have the right to create ad hoc committees and subcommittees which may include members of the faculty at large. These subcommittees shall make

recommendations to the committee that created it. Each committee shall notify the Senate of any such creation and present the charge and term of existence given at the first regular Senate meeting following that creation.

Section 8 Term of Office

Membership shall be for a two-year term except for the Executive Committee. An objective for the composition of every committee shall be to provide for election of half the members each year.

8.1 Limitations on Committee Membership. No Senate member may serve on more than two standing committees at one time. No Senator may serve on the same standing committee for more than two consecutive committee terms. The Executive Committee shall not be considered a standing committee when applying these rules.

8.2 Vacancies. In the event of a vacancy on a standing committee, a member shall be selected by the Senators from the school from which the vacancy occurred to fill the un-expired term. If the vacancy involves a member elected at large, the Senate shall elect a replacement.

Section 9 Attendance

If any committee member is absent from three consecutive committee meetings, the Chair of the committee shall notify the Senators from the school from which the absent member was selected.

The committee member may be replaced in accordance with Section 8.2 In the case of an at large committee member, the Chair will notify the Faculty Senate Executive Committee, which may replace the committee member in a Senate election.

Section 10 Executive Committee

10.1 Membership.

The Executive Committee shall consist of the Senate President, Vice President, Secretary, three (3) members elected from the Senate at large, one (1) FACT member, and the chairpersons of all standing committees or their designees. The last person to serve as president of the Senate prior to the incumbent shall be a member of the Executive Committee ex-officio, with vote, for a period of one year following his/her presidency.

10.2 Term of Office.

One year or until their successors are qualified to replace them.



10.3 Duties.

The Committee shall consider such matters as fall within the jurisdiction of the Senate. They shall set Senate agendas and act for the Senate between Senate meetings. The Committee is empowered to create such subcommittees as necessary to expedite the Committee's business.

10.4

The Committee shall meet at least once between each regular Senate meetings at the call of the President or at the demand of four (4) members.

Section 11 Rules Committee

11.1 Duties. The Rules Committee shall:

11.1.1 Examine the Constitution and Bylaws for the purpose of recommending changes which would result in a more effective operation of the Senate.

11.1.2 Consider procedural problems at the written request of a committee of the Senate or President of the Senate.

11.1.3 Examine the staffing pattern at the beginning of the Spring Semester of each department to determine the number of Senators allocated by the Constitution in ARTICLE V and notify each department of the number allocated. This duty may be delegated to the staff working in the office of the Faculty Senate.

11.1.4 Certify the eligibility for the election of Senators to comply with ARTICLE V of the Constitution.

11.1.5 Serve as final authority on interpretation on the Constitution and Bylaws.

11.1.6 Appoint a Parliamentarian for the Senate.

11.1.7 Adjudicate jurisdictional disputes between/among committees, including but not limited to assignment of matters to standing committees.

11.2 Membership.

The Rules Committee shall consist of seven (7) members chosen according to ARTICLE IV, Section 2 of the Bylaws.

Section 12 Elections Committee



12.1 Duties. The Elections Committee shall:

12.1.1 Conduct the elections for President, Vice President, Secretary, and members at large of the Senate President's Council and all standing committees at the last meeting in the Spring.

12.1.2 Conduct other elections as directed by the Senate.

12.1.3 Act as tellers.

12.1.4 Monitor the election processes for which there is a specified procedure in each of the schools and report any and all infractions to the Senate.

12.2 Membership.

The Elections Committee shall consist of five (5) members chosen according to ARTICLE IV, Section 2 of the Bylaws.

Section 13 Curriculum Committee

13.1 Duties. The Curriculum Committee shall:

13.1.1 Have jurisdiction over all curriculum proposals and make recommendations to the Senate concerning the curriculum programs of the college, including, but not limited to:

- a) degree programs
- b) certifications of completion
- c) General studies, Multicultural, and Senior Experience requirements.

The Curriculum Committee shall refer all proposed changes in the criteria for General Studies or Multicultural designations to the appropriate standing committee for review and that committee will forward its recommendation to the Curriculum Committee.

- d) outreach, off-campus, and community instructional programs, and
- e) programs granting credit for experiential learning, when such programs are creditable toward a degree. This review may be delegated to the Cooperative Education Internship Center.
- f) courses granting college credit. This review includes omnibus courses; however, the review of omnibus courses may be delegated to the Associate Vice President for



academic Affairs.

1) A new or existing course proposed for new General Studies designation will first be reviewed by the Curriculum Committee. After the course is approved by the Curriculum Committee it will be forwarded to the General Studies Committee for review. A modification of an existing course with current General Studies designation will first be reviewed by the Curriculum Committee. After the course is approved and if the Curriculum Committee Decides that the modification of the course and /or the documentation for the General Studies designation requires review, the course will be forwarded to the General Studies Committee for review. The General Studies Committee's recommendation shall be forwarded to the Curriculum Committee for appropriate action.

2) A new or existing course proposed for new Multicultural designation will first be reviewed by the Curriculum Committee. After the course is approved by the Curriculum Committee it will be forwarded to the Multicultural Curriculum Review Committee for review. A modification of an existing course with current Multicultural designation will first be reviewed by the Curriculum Committee. After the course is approved and if the Curriculum Committee decides that the modification of the course and/or the documentation for the multicultural designation requires review, the course will be forwarded to the Multicultural Review Committee for review. The Multicultural Curriculum Review Committee's recommendation shall be forwarded to the Curriculum Committee for appropriate action.

13.1.2 Review and make recommendations to the Senate for approval of all new degree programs, new minors, and new certificates of completion.

13.1.3 Have the right to review all existing degree programs. This review may be delegated to the College Program Review Committee.

13.1.4 Have the right to refer curricular considerations to administrative offices.

13.1.5 When the members of the Curriculum Committee who do not abstain are unanimous in their approval of a curriculum proposal, such approval will be announced to the Senate and accepted by the Senate as approved, so that the Committee vote may be recorded in the Senate minutes. Any Senator may, however, request a vote on any curriculum matter brought before the Senate.

13.1.6 When the Curriculum Committee is not unanimous in its support of a curriculum proposal, the proposal will be brought before the Senate for a vote. Proposals that are not supported by the majority of those members of the Curriculum Committee who do not abstain will not be forwarded to the Senate, but will be returned to the originating department with reasons for the Committee's action. Proposals may be withdrawn by the originating department at any time during the



process.

13.2 Membership.

The Curriculum Committee shall consist of eleven (11) voting members, to be chosen according to ARTICLE IV Section 2 of the Bylaws. It shall also include one *ex-officio* member without vote, appointed by the Vice President of Academic Affairs. It is recommended that to the extent possible, members should be from different departments.

13.3 Student Representation.

The Chair of the Curriculum Committee shall communicate with the Chair of the Academic Affairs Committee of the Student Government Assembly as is appropriate.

13.4 Records

The Chair of the Curriculum Committee shall maintain the following records in the Faculty Senate Office: minutes of the meetings, agenda from the meetings, and all the memoranda sent to Academic Affairs. These documents may be sent to the Faculty Senate Office at the end of the academic year or periodically throughout the academic year.

Section 14 Academic Policies Committee

14.1 Duties. The Academic Policies Committee shall make recommendations to the Senate on all matters related to academic standards, including, but not limited to:

- a) academic evaluation policies, standards, and procedures
- b) academic calendar
- c) admission
- d) suspension
- e) transfer credits, and
- f) re-admission qualifications

14.2 Membership.

The Academic Policies Committee shall consist of two (2) Senators from the School of Business, two (2) Senators from the School of Professional Studies, three (3) Senators from the School of Letters, Arts, and Sciences, and one (1) Senator



elected at-large so that the total membership shall number eight (8).

14.3 Student Representation.

The Chair of the Academic Policies Committee shall periodically meet jointly with representatives from the Student Government. The Committee shall have the duty of considering student views with respect to policies relating to academic standards.

Section 15 Budget Committee

15.1 Duties. The Budget Committee shall:

15.1.1 Inform the Senate on budgetary matters of the College.

15.1.2 See that the faculty views are represented in the budgetary process of the College.

15.1.3 Investigate and report on questions referred to it by the Senate or Executive Committee.

15.1.4 Make recommendations to the Senate concerning the allocation of resources.

15.1.5 Make recommendations to the Senate with regard to distribution of funds relating to salary improvement.

15.2 Membership.

The Budget Committee shall consist of eight (8) members chosen according to ARTICLE IV, Section 2 of the Bylaws.

Section 16 Faculty Welfare Committee

16.1 Duties. The Faculty Welfare Committee shall make recommendations to the Senate on policies and practices concerning full-time and part-time faculty, including but not limited to:

16.1.1 Fringe Benefits

16.1.2 Retirement

16.1.3 Leave

16.1.4 Review the status of hiring, salaries, benefits, promotion and participation in college affairs of faculty employed at the college.

16.1.5 Review the status of faculty rights, including tenure, the prevailing climate for academic freedom intellectual property rights, and faculty opportunity for participation in policy formation at the College.

16.1.6 Review the status of academic responsibilities of the faculty.

16.1.7 Review, upon written request by a faculty member, restrictions on academic freedom, harassment, breaches of confidentiality and infraction against affirmative action; and prepare a summary report to the Senate.

16.2 Membership.

The Faculty Welfare Committee shall consist of one (1) Senator from the School of Business, two (2) Senators from the School of Professional Studies, three (3) Senators from the School of Letters, Arts, and Sciences, and two (2) Senators elected at-large so that the total membership shall number eight (8).

16.3 Part-Time Faculty.

The Welfare Committee shall have a subcommittee of representatives of the part-time faculty (those faculty teaching on a per credit, per term basis, per Article III of the Constitution) consisting of no less than three member and no more than seven. The subcommittee shall report to the Welfare Committee issues of concern of the part-time faculty. This subcommittee shall meet a minimum of once each semester during the academic year.

Section 17 Reappointment, Tenure and Promotion Committee

17.1 Duties. The duties of the Reappointment, Tenure and Promotion Committee shall include but not be limited to:

17.1.1 Making recommendations to the Senate concerning the policies, standards, procedures, and criteria for promotions.

17.1.2 Evaluating applications for promotion and making recommendations to the administration on candidates.

17.1.3 Making recommendations to the Senate concerning the policies, standards, procedures, and criteria involved in evaluating probationary faculty.

17.1.4 Evaluating applications for regular faculty status and making recommendations to the administration on whether or not such status should be granted.

17.1.5 Reviewing the system to determine recommendations for or against

promotion by the Reappointment, Tenure and Promotion Committee the previous year and bringing to the Senate for its approval any changes that the Committee recommends. If no changes are recommended, the system used the previous year will be used.*

*(Passed pending resolution of possible conflict with the MSCD Handbook.)

17.2 Membership.

The Reappointment, Tenure and Promotion Committee shall consist of two (2) Senators from the School of Business, two (2) Senators from the School of Professional Studies, and three (3) Senators from the School of Letters, Arts, and Sciences so that the total membership shall number seven (7). Membership is restricted to tenured faculty who are not currently applying for promotion as per the MSCD Handbook for Professional Personnel Section V.B.2.b. (**Amended 12/9/98**).

Section 18 Instructional Resources Committee

18.1 Duties. The Committee shall make recommendations to the Senate concerning questions related to instructional resources including but not limited to:

18.1.1 Instructional resources, usage and services

18.1.2 Budget matters relating to instructional resources and technology

18.1.3 Legal matters relating to instructional resources and technology

18.1.4 Accreditation

18.2 Membership.

The Instructional Resources Committee shall consist of five (5) members chosen according to ARTICLE IV, Section 2 of the Bylaws.

Section 19 Student Affairs Committee

19.1 Duties. The Student Affairs Committee shall make recommendations to the Senate concerning all problems relating to student welfare (except academic standards and policies) including but not limited to:

19.1.1 Student Union Facilities

19.1.2 Club activities



19.1.3 Student rights and responsibilities

19.1.4 Student Activities

19.1.5 Allocation of student funds

19.2 Membership.

The Student Affairs Committee shall consist of five (5) members chosen according to ARTICLE IV, Section 2 of the Bylaws.

19.3 Student Representation

Members of this committee shall meet with representatives of student government and representatives of college administration to recommend to the college administration the allocation of Student Affairs Fee monies.

Section 20 General Studies Curriculum Review Committee

20.1 Duties. The duties of the General Studies Curriculum Review Committee shall include but not be limited to:

20.1.1 Review and recommend the approval or disapproval to the Faculty Senate Curriculum Committee of courses submitted for designation as a General Studies course.

20.1.2 Review all Level I and Level II General Studies courses on a rotating bases of at least five years and make recommendations to the Faculty Senate Curriculum Committee.

20.1.3 Review any proposed changes in the criteria for conferring general studies designation and forward its recommendation to the Faculty Senate Curriculum Committee.

20.2 Membership

20.2.1 The Committee shall consist of ten members: three (3) full-time faculty members elected from the faculty of the School of Letters, Arts and Sciences, two (2) full-time faculty members elected from the School of Professional Studies, two (2) full-time faculty members elected from the School of Business, two (2) Faculty Senate Representatives appointed to the Committee by the Executive Committee of the Faculty Senate, and one (1) ex-officio member without vote, appointed by the Vice President of academic Affairs.

20.2.2 Caucus chairs shall seek nominations and supervise the election process.

Section 21 Multicultural Curriculum Review Committee (Amended 3/4/09)

21.1 Duties. The duties of the Multicultural Curriculum Review Committee (MCRC) shall include, but not be limited, to the following:

21.1.1 Evaluate each new or existing course proposed to receive Multicultural designation. Evaluate modifications to an existing course with Multicultural designation if forwarded to the MCRC by the Faculty Senate Curriculum Committee (FSCC). The evaluation will be based on the proposed syllabus and the multicultural designation form for the course using the multicultural course criteria described in the College's *Curriculum Guidelines, Policies, and Procedures*. The MCRC may recommend changes to the syllabus and/or the multicultural designation form and/or request additional documentation before making a final recommendation of approval or disapproval of the requested Multicultural designation to the FSCC.

21.1.2 Review any proposed changes in the criteria for conferring the Multicultural designation and forward its recommendation of such changes to the Faculty Senate Curriculum Committee.

21.1.3 Evaluate existing multicultural courses every five years to determine if the course content is consistent with the requirements for Multicultural designation as described in the College's *Curriculum Guidelines, Policies, and Procedures*. The MCRC recommends approval or disapproval of continuing the existing Multicultural designation to the Faculty Senate Curriculum Committee.

21.1.4 Share expertise, consult, work with the Directors of Transfer Services as to whether transferred courses not approved by a department meet the *required content* for multicultural education as described in the College's Curriculum Guidelines, Policies, and Procedures.

21.1.5 Share expertise, consult, work with the assessment process of the multicultural requirement in conjunction with the Director for Student Learning Assessment.

21.1.6 Share expertise, consult, work with the Center for Faculty Development to support faculty teaching and the learning process of multicultural education.

21.1.7 Share expertise, consult, work with the Associate to the President for Diversity.

21.2 Membership

The Committee shall consist of ten (10) members: three (3) full-time faculty members elected from the School of Letters, Arts and Sciences, two (2) full-time faculty members elected from the School of Professional Studies, two (2) full-time faculty members elected from the School of Business, two (2) At-Large members elected from the Faculty Senate, and one (1) ex-officio member without vote, appointed by the Vice President of Academic Affairs.

Section 22 Faculty Diversity Committee

22.1 Duties. The Faculty Diversity Committee shall inform and make recommendations to the Senate concerning questions, issues, policies, and practices related to the recruitment, hiring, retention, promotion, numbers, ratios, and diversity of the faculty. The concerns of this Committee shall include but not be limited to:

- a) Appropriate numbers and ratios of tenured to tenure track faculty, tenured and tenure track faculty to adjunct faculty, full-time to part-time faculty, temporary to permanent faculty, and faculty to students.
- b) Under-represented groups within the faculty (including but not limited to race, ethnicity, gender, sexual orientation, and disability) in relation to total faculty, to student populations, and to the greater community served by the College; and
- c) Projection of future trends related to the issues considered by the Committee.

22.2 Membership. The Faculty Diversity Committee shall consist of two (2) senators from the School of Business, three (3) senators from the School of Professional Studies, and four (4) senators from the School of Letters, Arts and Sciences. To allow greater campus representation, up to three (3) ad hoc members from the greater faculty community, selected by a majority of voting members of the Committee, may serve as non-voting members. The Chair of the Committee shall be a member of the Senate and shall be elected by the voting members of the Committee.

ARTICLE VI

MSCD Representative to the Trustees' Commission on Governance

Section 1 Election

The MSCD Faculty Senate shall at a regularly scheduled meeting during the

academic year, elect a MSCD representative to the Trustees' Commission on Governance and Welfare. Every MSCD faculty member shall be eligible for nomination and election.

1.1 Duties. The duties of the Representative, in addition to those expressed in the Trustee's Policy Manual, shall be to inform the Faculty Senate on the deliberations of the Commission and seek the Senate's advice with reference to issues considered by the Commission and proposed changes to the Trustee's Handbook for Professional Personnel.

1.2 Term of office.

The term of office shall begin the July 1 after election and continue for a period of two years.

1.3 Vacancy.

In the event the elected representative is unable or unwilling to serve before the term of office has expired, the Executive Committee of the Senate shall select a representative to serve during the un-expired portion of the term of office.

1.4 Ex-Officio Representation.

In the event that the faculty member elected to the Trustees Commission on Governance is not a qualified member of the Senate, that faculty member or alternate will be permitted to be a member of the Senate with voting powers.

ARTICLE VII

Senate Membership on Non-Senate Committees

Appointment of a Faculty Senate member to a committee which is not a Faculty Senate committee

Section 1

In the event that the Faculty Senate President is asked to appoint a Faculty Member to a committee that is not a Faculty Senate Committee the following procedure applies:

- a) If the committee has designated the seat as a Faculty Senate representative, then:

i) The Faculty Senate President will notify by email the members of the Faculty Senate of the availability of a position on a specific committee including a deadline for the submission of materials to the Faculty Senate President. The length of the term will be decided by the Faculty Senate President and the Chair of the committee.

ii) A Faculty Senate member interested in applying for such a position will submit his/her name along with a memo indicating the person's interest and qualifications for the position by the specified deadline.

iii) The Faculty Senate Executive Committee will review all applications and decide which Faculty Senate member is to represent the Faculty Senate on the committee.

b) If the committee has designated the seat as simply a faculty representative, then procedure a) i, ii and iii will be implemented with the addition of the following contingency:

i) If there is insufficient interest from Faculty Senators, the Faculty Senate President shall seek a volunteer from the faculty at large. The Faculty Senate Executive Committee will review the resultant applications and decide which faculty member is to be on the committee.

ARTICLE VIII

Amendments to the Bylaws

Section 1

An Amendment to the Bylaws may be initiated by any member of the Senate by presenting it in writing to the Senate.

Section 2

Proposed Amendments to the Bylaws must be presented in writing at least one meeting, regular or special, prior to the Senate meeting at which the vote is taken.

Section 3

The Bylaws may be amended by a 2/3 affirmative vote of the Senate at any meeting. Voting shall be by ballot.