

**Faculty Senate Internal Action with Council on
General Education and Intercollegiate Programs:
Continuation of Pilot Program on General Education Assessment**

Whereas during Spring 2019, the Council on General Education and Intercollegiate Programs (CGEIP) reviewed the current system for evaluating general education courses and discussed possible improvements and

Whereas during the current academic year, CGEIP, with the consent of Senate, carried out a pilot program for reviewing general education classes in the Natural World and Public Affairs areas and

Whereas response to the altered evaluation process was received well by both the course coordinators providing reports and by CGEIP members participating in report reviewing and

Whereas CGEIP, in its responsibility to review the general education program and recommend changes (Senate Bylaws Article IV Section 4C),

Be it Resolved that Senate grant CGEIP permission to continue the pilot program for the 2020 – 2021 academic year, while working with Senate to revise Senate documents relating to the General Education program to implement the changes. Key details include:

General Goals previously approved by Senate will be maintained. The proposed changes do not fundamentally change the nature of MSU's general education program. CGEIP may in some cases seek to edit some General Goals to improve their clarity and to make them more appropriate to classes as they are actually taught.

Assessment will focus on General Goals (GGs) rather than on Student Learning Outcomes (SLOs), allowing general education faculty more flexibility in how they evaluate how their courses contribute to General Education.

Review periods will be biennial rather than the current system of annual reviews plus periodic reviews. CGEIP proposes that it review Foundations and Breadth of Knowledge (Arts / Human Cultures / Humanities) during the next academic year. Reports will not be required for courses in the Public Affairs or Natural World areas.

Implementation of changes over the long term will require drafting of language on the structure of the general education program to replace the current language. CGEIP will start drafting such language to present to Senate with the intention of having the changes fully implemented in time for the 2021-2022 academic year.

**Faculty Senate Internal Action with Council on
General Education and Intercollegiate Programs:
Addition of Chair-Elect Position**

Whereas the Council on General Education and Intercollegiate Programs (CGEIP) is all responsible (Senate Bylaws Article IV Sections 2 - 4) for reviewing and acting on all curricular proposals affecting the General Education Program, on all undergraduate courses and programs offered collaboratively by academic departments in two or more colleges, on undergraduate degrees offered by two or more colleges, on general requirements for undergraduate certificates, and on applications for admission to the Bachelor of General Studies degree program, and is also responsible for periodic review of the general education program and of general education assessment data and

Whereas the current structure of CGEIP specifies the election of a Chair and a Secretary (Bylaws Article IC Section 7) and

Whereas the duties of the CGEIP Chair require extensive time and effort and

Whereas significant time and effort is required for the CGEIP Chair to become knowledgeable about the duties of the position and

Whereas having a Chair-Elect for CGEIP would allow that person to become familiar with the duties of the Chair while assisting the Chair and

Whereas some other Senate councils (e.g., Educator Preparation Provider Council, EPPC) allow the position of Chair-Elect

Be it Resolved that Senate direct the Rules Committee to consider changing the membership bylaws for CGEIP membership and structure to add the position of Chair-Elect.

Faculty Senate Committee on Rules
Response to Charges
February 2020

Rules Committee members: Terrel Gallaway (chair), Seth Hoelscher, Tom Kane, Pauline Nugent, Kartik Ghosh, Mike Hudson (*ex officio*), Beth Walker (*ex officio*)

Issue #1

Rules Committee Charge pertaining to Budget & Priorities

The Rules Committee never acted on the *2017-18 Resolution on Budget and Priorities*. The Rules Committee was asked to consider this resolution and propose changes to the purpose and membership of the Committee on University Budget & Priorities in keeping with that resolution.

Rationale:

Original Senate Resolution:

Senate Resolution with an Internal Senate Action Regarding B&P

Whereas, the ad hoc Committee on Personnel Hiring Trends benefited from collaboration with the Chief Financial Officer and with the Office of Institutional Research (IR), and,

Whereas, the personnel data set produced as part of this collaboration will be useful to future work of the Faculty Senate Committee on University Budget & Priorities, and

Whereas, SR 15-91/92 adopted April 7, 1992 can be more consistently fulfilled as part of a standing committee of the Faculty Senate, therefore,

Be it Resolved, that the Committee on Rules review the *Bylaws of the Faculty* to propose changes to the purpose and membership of the Committee on University Budget & Priorities as follows:

[That language is not presented in this report to prevent confusion from multiple iterations of suggested changes. The language below reflects the final proposed language, including suggestions from the Resolution and from the Rules

Committee. For the complete language of the original resolution, please consult the Senate Archives]

Findings and conclusions:

1. There are two broad issues concerning the Committee on University Budget & Priorities. The first is the earlier Senate Resolution. It sought, among other things, to build on the success of the *2017-18 ad hoc Committee on Personnel Hiring Trends*. This included a desire to see a comparable report be done every five years, with minor updates annually. The resolution also sought to have the university's CFO and a staff member from institutional Research serve as *ex officio* members on the committee.

Relatedly, a second broad issue is that the Budget & Priorities Committee reflects a time that predates the cost-center model long used by the university. Accordingly, the Rules Committee believed that the Committee on University Budget & Priorities' purpose could be clarified and updated.
2. In consultation with others, the Rules Committee concluded that the existing report-card structure is useful but could be streamlined to focus largely on faculty salaries. This is especially true given that the larger five-year report focuses on hiring trends. The idea of a report card is to proactively provide faculty with information that is both pertinent and easy to understand, not unlike an annual report from a bank or mutual fund.
3. Given the lack of merit pay and the fact that annual raises in recent years have frequently been at or below the rate of inflation, equity adjustments have become a key issue related to budgets, priorities, and compensation. Accordingly, the committee strongly believed that tracking equity adjustments is of the utmost importance and should be included in the annual report card on faculty compensation.

Changes to the Bylaws related to B&P

Current Language of the Bylaws

(a) Purpose

(aa) Shall examine all proposals for intercollegiate programs, general education courses or other major initiatives with possible budgetary implications before the Faculty Senate and report to the Chair of the Faculty Senate the examination results prior to the proposals being voted on.

(bb) Shall every year produce a report card to be presented before the Faculty Senate during the April meeting. This report card must contain data concerning faculty salaries as compared to CUPA averages, the relative sizes of the faculty and student body (graduate and undergraduate), the relative sizes of the faculty and the administration, the relative sizes of the faculty and staff, average class sizes at the undergraduate and graduate levels, and the use of ranked and unranked faculty in instruction.

(cc) Shall every five years produce a report concerning staffing and budget trends across the Missouri State University system. This report must include data analysis which identifies and describes the absolute and relative growth/decline in University units in terms of both FTEs and budgets over the period of the study, absolute and relative growth/decline in University job families (administrative, professional, ranked faculty, unranked faculty, technical, clerical, and maintenance employees) in terms of both FTEs and budgets over the period of the study, and changes in the proportional distributions of units and job families over the period of the study.

(dd) Shall assist appropriate university bodies in identifying and articulating Faculty Senate concerns about budgeting and planning priorities.

(b) Membership

The Committee on University Budget & Priorities of the Faculty Senate shall consist of representatives from each college and additional representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be elected by his or her respective college councils, based on a nomination from each academic department within that college, at the earliest possible session of the college council in the spring semester, and serve a three-year term. A committee member may be elected to more than one three-year term. Membership shall be staggered. Any unforeseen vacancy on the committee shall be filled by the same election process; such election shall occur at the earliest possible session of the appropriate council following the vacancy. The Chair-Elect of the Faculty Senate shall call the organizational session of the committee within seven (7) school days after the first Fall Faculty Senate session and preside until the membership has elected a chair who shall serve a one-year term and may be reelected for succeeding terms.

Proposed Changes to the Bylaws (bold sections indicate changes & additions, ~~strike through~~ represents deletions)

(a) Purpose

(aa) **Shall help ensure that the university's budget reflects its priority of high-quality academics. Logically, this includes ensuring that the faculty are paid competitive salaries and that faculty hiring keeps pace with enrollments.**

(bb) ~~Shall every year produce a report card to be presented before the Faculty Senate during the April meeting. This report card must contain data concerning faculty salaries as compared to CUPA averages, the relative sizes of the faculty and student body (graduate and undergraduate), the relative sizes of the faculty and the administration, the relative sizes of the faculty and staff, average class sizes at the undergraduate and graduate levels, and the use of ranked and unranked faculty in instruction.~~ **to the Senate, posted on the Senate's website, and sent to all faculty. The report card should summarize pertinent data including faculty salaries compared to CUPA averages and medians. The report card should note recent and long-run trends with respect to ranked and unranked faculty and staff salaries. The report card should also summarize the number of equity adjustments given in the previous year, by count and by total value, for faculty, staff and administrators, respectively. The data for the report card should reflect data published by the administration in, for example, budgets and budget requests, Human Resources' salary surveys, and the Key Performance Indicators. The presentation to the Faculty Senate should occur in the fall, preferably during the October meeting.**

(cc) ~~Shall every five years produce a report concerning staffing and budget trends across the Missouri State University system. This report must include data analysis which identifies and describes the absolute and relative growth/decline in University units in terms of both FTEs and budgets over the period of the study, absolute and relative growth/decline in University job families (administrative, professional, ranked faculty, unranked faculty, technical, clerical, and maintenance employees) in terms of both FTEs and budgets over the period of the study, and changes in the proportional distributions of units and job families over the period of the study.~~

Shall every year oversee the update of the Institutional Research personnel database to maintain consistency with the previous years' format. Annually, an abbreviated report of personnel proportions will be presented to the Faculty Senate, preferably during the March meeting. This abbreviated report will identify and describe the student-personnel ratios for the most recent update to the Institutional Research personnel database.

Every fifth year, beginning in 2020-21, a comprehensive report of personnel hiring trends across the Missouri State University system will be presented before the Faculty Senate during the April meeting. This comprehensive report will follow the format of the

2017-18 ad hoc Committee on Personnel Hiring Trends including data analysis which identifies and describes the absolute and relative growth/decline in personnel categories, the current and historic proportions of the personnel categories within the entire personnel of the university, and the trends in student-personnel ratios for the personnel categories used in the database.

(dd) **Shall Should** assist appropriate university bodies in identifying and articulating Faculty Senate concerns about budgeting and planning priorities, **and should help with monitoring and reporting progress, or the lack of progress, towards goals reflecting these priorities.**

(ee) **Shall every year report on student credit hour (SCH) production and ranked and unranked faculty utilization, as reflected in review the Faculty Descriptors and Productivity Comparison Summary. The committee's report should summarize recent and long-run trends. The university report is completed in late fall, thus, the presentation to the Faculty Senate should occur in the early spring, preferably January.**

(ff) **[Moved from aa]** Shall examine all proposals for intercollegiate programs, general education courses or other major initiatives with possible budgetary implications before the Faculty Senate and report to the Chair of the Faculty Senate the examination results prior to the proposals being voted on.

(b) Membership

The Committee on University Budget & Priorities of the Faculty Senate shall consist of representatives from each college and additional representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be elected by his or her respective college councils, based on a nomination from each academic department within that college, at the earliest possible session of the college council in the spring semester, and serve a three-year term. A committee member may be elected to more than one three-year term. Membership shall be staggered. Any unforeseen vacancy on the committee shall be filled by the same election process; such election shall occur at the earliest possible session of the appropriate council following the vacancy. **In addition to faculty members, one institutional research staff member and the university chief financial officer (CFO) will be *ex officio* members of the committee to help provide technical support and advice to help the committee produce the Hiring Trend report.** The Chair-Elect of the Faculty Senate shall call the organizational session of the committee within seven (7) school days after the first Fall Faculty Senate session and preside until the membership has elected a chair who shall serve a one-year term and may be reelected for succeeding terms.

Proposed New Language of the Bylaws

Purpose

(aa) Shall help ensure that the university's budget reflects its priority of high-quality academics. Logically, this includes ensuring that the faculty are paid competitive salaries and that faculty hiring keeps pace with enrollments.

(bb) Shall every year produce a report card to be presented to the Senate, posted on the Senate's website, and sent to all faculty. The report card should summarize pertinent data including faculty salaries compared to CUPA averages and medians. The report card should note recent and long-run trends with respect to ranked and unranked faculty and staff salaries. The report card should also summarize the number of equity adjustments given in the previous year, by count and by total value, for faculty, staff and administrators, respectively. The data for the report card should reflect data published by the administration in, for example, budgets and budget requests, Human Resources' salary surveys, and the Key Performance Indicators. The presentation to the Faculty Senate should occur in the fall, preferably during the October meeting.

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The Committee on University Budget & Priorities of the Faculty Senate shall consist of representatives from each college and additional representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be elected by his or her respective college councils, based on a nomination from each academic department within that college, at the earliest possible session of the college council in the spring semester, and serve a three-year term. A committee member may be elected to more than one three-year term. Membership shall be staggered. Any unforeseen vacancy on the committee shall be filled by the same election process; such election shall occur at the earliest possible session of the appropriate council following the vacancy. In addition to faculty members, one institutional research staff member and the university chief financial officer (CFO) will be ex officio members of the committee to help provide technical support and advice to help the committee produce the Hiring Trend report. The Chair-Elect of the Faculty Senate shall call the organizational session of the committee within seven (7) school days after the first Fall Faculty Senate session and preside until the membership has elected a chair who shall serve a one-year term and may be reelected for succeeding terms.

Issue #2

Rules Committee Charge pertaining to Past Senate Chairs

The Rules Committee never acted on the *2017-18 Resolution on the Advisory Committee of Senate Chairs*. The Rules Committee was asked to consider this resolution, and propose language outlining the Advisory Committee of Senate Chairs’ purpose and membership

Rationale:

The Committee of Faculty Senate Chairs was an *ad hoc* committee appointed by the Senate Executive committee (2017-18) to discuss, prioritize, and propose ways to address faculty issues that spanned across Senate Chair terms. Here is the original charge to the committee provided by Senate Chair Cindy MacGregor:

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Rationale and Background

There are a number of lingering issues of great concern to faculty at Missouri State University. These chronic issues re-emerge during the term of each new Chair of the Faculty Senate, however, the term of one year is insufficient time to adequately seek resolution.

Purpose of ad hoc Committee

The Ad Hoc Advisory Committee of Senate Chairs will identify the top lingering issues of faculty at Missouri State University. From these top issues, the committee will identify one or more of them that can be addressed in some way during the current academic year.

In addition, the committee will serve as a source of organizational knowledge for the current chair of the Faculty Senate.

Future chairs of the Faculty Senate have the option of reconvening this ad hoc committee during their term. Unresolved issues from the previous year(s) can be the focus of future years of the ad hoc Advisory Committee of Senate Chairs.

The committee will meet at least three times during the 2017-2018 academic year.

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In the 2017-18 year, the Committee of Senate Chairs identified two issues: 1) Progress related to prior agreements made by the Faculty Senate with administration with regard to the assessment and development of academic administrators (heads and deans); 2) Standardization of department head hiring procedures that strengthen faculty input into

the recruitment and selection process. Presumably, the committee was deemed successful by the Senate Executive Committee, which led to a Rules Committee charge: *to consider adding language to the Bylaws to make the Committee of Senate Chairs a permanent standing committee of the Senate.*

Rules Committee's Findings and Conclusions

The Committee recommends that a Standing Committee of Past Senate Chairs be created. It believes that such a committee would be a useful resource to help address ongoing and long-term issues.

1. The Committee notes that the lack of continuity, from one year to the next, puts the leadership of the Faculty Senate at a strong disadvantage compared to the administration.
2. The Committee also notes that many important issues cannot be resolved in a single academic year, and that sometimes there are promises that need to be honored and initiatives that need to be carried out in subsequent years. Accordingly, the institutional memory of past Chairs should facilitate this.
3. Finally, there are additional issues that are ongoing and have proven to be somewhat intractable. The past Chairs possess institutional memory and detailed knowledge about these issues. Leveraging this information more effectively could prove valuable for the Faculty Senate.

Entirely New Language for the Bylaws (in Committees of the Faculty Senate, Standing Committees; Article I, Section 9 B (12):

Committee of Past Senate Chairs

- (a) Purpose
 - (aa) Advises current Senate Chairs by providing institutional memory and historic perspectives pertinent to Senate initiatives.
 - (bb) Provides oversight relevant to Senate initiatives and priorities that span across terms of Senate Executive Committees.
 - (cc) Drafts recommendations for Senate action that address issues pertinent to the Faculty Senate and MSU faculty.
- (b) Membership
 - (aa) The Faculty Senate Chair, Faculty Senate Chair Elect, and Prior Senate Chairs who are full-time or emeritus faculty are eligible to serve on the Committee of Past Senate Chairs, unless they hold current administrative appointments at or above head level of an academic department.

- (bb) A Committee Chair is elected each year by the committee in the first fall meeting.

Issue #3**Rules Committee Charge Pertaining to Senior Instructors**

Last year's charge regarding the creation of a ranked representative for Senior Instructors, requires changes to both the Constitution and Bylaws. The Rules Committee was asked to consider the appropriate changes.

Original Charge:

Consider the desirability of adding Senior Instructor to the rank representatives and propose language to define the eligibility and election process.

Rationale: Under our current system Instructors and Senior Instructors share a Representative. There are currently about 90 Instructors and 60 Sr. Instructors. Although the concerns and conditions of both groups overlap, there are also significant differences. At least on the surface, the numbers seems to indicate this could be a useful change.

Rules Committee's Findings and Conclusions

The Committee recommends that Instructors and Senior Instructors have their own representative. Both the Constitution and the Bylaws need to be changed.

1. First, it was instructors and senior instructors themselves who first raised this issue. We give much weight to their concerns that they could be better represented separately.
2. Moreover, the distinction between these two groups is a meaningful one with each group having different concerns, perspectives, and time horizons.
3. Finally, it should be noted that the promotion to Senior Instructor has never lived up to what was originally promised and intended, especially with regard to job security. Hopefully, this can be an initial step in rectifying that problem.

Original Language in Constitution:**ART V MEMBERSHIP OF THE FACULTY SENATE**

There are two classes of membership in the Faculty Senate: voting members (designated as senators) and non-voting members (designated as delegates). The voting membership of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the

Faculty; representatives of academic departments, one senator from each academic department; one representative from the instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or distinguished professor. Eligible department representatives include all ranked faculty, as well as those instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative appointments at or above head level of academic department are not eligible to serve as senators. Exception to this rule: if an academic department has three or fewer eligible representatives, then the head may serve as senator.

Rules Committee recommended changes to Constitution (New language in **Bold**, deleted language ~~struck out~~)

There are two classes of membership in the Faculty Senate: voting members (designated as senators) and non-voting members (designated as delegates). The voting membership of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty; representatives of academic departments, one senator from each academic department; one representative from ~~the~~ instructors; **one representative from senior instructors**; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or distinguished professor. Eligible department representatives include all ranked faculty, as well as those instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative appointments at or above head level of academic department are not eligible to serve as senators. Exception to this rule: if an academic department has three or fewer eligible representatives, then the head may serve as senator.

Rules Committee recommended Final Language in Constitution

There are two classes of membership in the Faculty Senate: voting members (designated as senators) and non-voting members (designated as delegates). The voting membership of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty; representatives of academic departments, one senator from each academic department; one representative from instructors; one representative from senior instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or distinguished professor. Eligible department representatives include all ranked faculty, as well as those instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative appointments at or above head level of academic department are not eligible to serve as senators. Exception to this rule: if an academic department has three or fewer eligible representatives, then the head may serve as senator.

Bylaws:**Original Language in Bylaws**

SEC 2 Membership of Faculty Senate

There are two classes of membership in the Faculty Senate: Voting members (designated as senators) and non-voting members (designated as delegates). The voting members of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty; representatives of academic departments, one senator from each academic department; one representative from the instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor; and (c) full or distinguished professor. Non-voting members of the Faculty Senate shall consist of the following delegates: one delegate from the Student Government Association and one delegate from the Graduate Student Senate; and one delegate from the Staff Senate.

Rules Committee recommended changes to Bylaws (New language in **Bold**, deleted language ~~struck out~~)

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Rules Committee recommended Final Language for Bylaws

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There are two classes of membership in the Faculty Senate: Voting members (designated as senators) and non-voting members (designated as delegates). The voting members of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty; representatives of academic departments, one senator from each academic department; one representative from instructors; one representative from senior instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor; and (c) full or distinguished professor. Non-voting members of the Faculty Senate shall consist of the following delegates: one delegate from the Student Government Association and one delegate from the Graduate Student Senate; and one delegate from the Staff Senate.