

Grand Valley State University

University Academic Senate

April 4, 2008

PRESENT: Al-Mallah, Anderson, Bair, Baker-Clark, Bender, Bhagwat, Bulisma, Colley (for Danielson), Davis (ex officio), Fanning, Ferguson, Franciosi (Chair), Godwin (ex officio), Gottlieb, Gross, Grapeczynski, Hendersen, Hong, Jack, Jellema (ex officio), Kingshott, Leder, Leidig, Levenburg, MacDonald, Martin, Morison, Mullendore (Vice Chair), Nikkel, Parker, Plotkowski, Reynolds, Schendel, Schlicker, Schoofs, Stevenson, Underwood, Van Wormer (for Boelkins), Wagendorp, Weibel, Winegar

GUESTS: Jeanne Arnold, Teresa Beck, Tom Butcher, William Levitan

cto 3:07

Agenda Items	Discussion	Action/Decisions
1. Approval of Agenda	The agenda of April 4, 2008 was reviewed.	The agenda of April 4, 2008 was approved
2. Minutes approval	No Minutes for Review	No Minutes
3. Report of Chair	a) The Chair reminded Senators that Commencement is coming up soon. All faculty are encouraged to attend one of the two ceremonies on April 26, 2008 at the VanAndel Arena.	
4. Report of Provost	<p>a) Provost Davis reported that the new dean for the College of Community and Public Affairs is Dr. George Grant.</p> <p>b) Provost Davis reported that President Haas was misquoted in newspaper articles covering a presentation he made to the Grand Rapids City Commission with respect to his response to a question on the proposal for the new DNP program; the primary purpose of the proposed DNP is not to develop new nursing faculty for GVSU.</p> <p>c) Provost Davis commented on an article in <u>The Detroit Free Press</u> regarding a possible initiative in Michigan to change the mission of community colleges to allow them to award bachelor degrees, especially in the nursing field. Provost Davis further commented that this has been a topic of discussion among the Executive Officers and the President's Council.</p>	
5. Report of Student Senate	a) In the absence of a student representative there was no report.	No report
6. Old Business	a) Dr. Paul Leidig distributed a written summary of his work over the past year as GVSU's NCAA Faculty Athletics Representative and provided a summary of the highlights of the year. He further	

	<p>reported that GVSU is a 5-year recipient of the Directors Cup. He responded to general questions from the floor.</p>	
<p>7. New Business</p>	<p>a) The Chair reminded senators that at the initial Fall meeting of the Senate they were requested to provide input and comment on the <i>Guide to Practice of the Senate and its Committees</i> that was distributed at that meeting for use during this past year. The only feedback that has been received was from FSBC, who made a formal request at an early meeting to change the timing of the election of that committee's chair to earlier in the Winter term and to increase the term of service from two years to three years, which were previously approved.</p> <p>By Consensus, it was agreed to adopt the <i>Guide to Practice of the Senate and its Committees</i> as amended earlier and extend its use for another academic year.</p> <p>b) The discussion begun at the prior meeting of the Senate on materials distributed for that meeting regarding the FPPC's proposed revisions to the Faculty Handbook's language changing the faculty eligible to vote on personnel actions was continued. Senators expressed their respective unit's and college's consent or opposition to the proposed revisions.</p> <p>Teresa Beck, Tom Butcher, and William Levitan fielded questions from the floor. Considerable discussion was held with opposing opinions stated and questions raised regarding possible options that would still achieve consistency in practice among the colleges. One recommendation included implementing a graduated or tier system as to eligibility to vote. Suggestions were made to hold a university-wide forum or conduct an anonymous survey of faculty-at-large.</p> <p>By Consensus, it was agreed that the UAS Chair and Vice Chair would work with the FPPC Chair to plan on how to productively continue to address the proposed revisions to the Faculty Handbook's faculty personnel review process.</p>	<p>MOTION: The University Academic Senate adopts the <i>Guide to Practice of the Senate and its Committees</i>, as amended, during 2007-08, and extends its use into the 2008-09 Academic Year.</p> <p>APPROVED Unanimously by voice vote</p> <p>MOTION: The UAS Chair and Vice Chair will work with the FPPC Chair to develop a process as to how to productively continue the consideration of the FPPC's proposed</p>

		revisions to the Faculty Handbook's faculty personnel processes. APPROVED Unanimously by voice vote	
8. Adjournment	The meeting adjourned at 5:03 pm		

FPPC Rationale

By placing responsibility for decisions concerning reappointment, tenure, and promotion in the hands of tenured and untenured faculty alike, Grand Valley's current personnel policy is glaringly at odds with those at our peer and aspirant institutions, indeed with the most widely accepted norms of academe. After studying our current practices within this larger context, FPPC has concluded that whatever necessity may have given rise to this policy during the university's early life, it now undermines the free and informed exercise of professional judgment which we believe must be the sole basis for personnel decisions.

Consider just some of the adverse situations created by the current system:

- Untenured faculty in their first few months at Grand Valley (some without terminal degrees) are immediately called upon to pass judgment on more experienced colleagues' tenure or promotion, even to the rank of Professor.
- Tenure may not be a certificate of wisdom, but it does guarantee freedom from pressures to which untenured faculty are too often exposed, from the simple forces of conformity and group-think to unconscionable intimidation, coercion, and bullying.
- Untenured faculty, very naturally and inevitably, must approach each personnel decision with their own impending cases in mind, a conflict of interest embedded into the foundation of our personnel process.

Because our current policy mandates the votes of untenured faculty on all unit personnel actions, the relationship between unit recommendations and those of the college personnel committees, whose members all must be tenured, has grown problematic, so that if the current policy remains unchanged, we can only expect more instances in which the units' decisions are overturned, which is bound to create greater friction between units and their college personnel committees.

Finally, we note that our concern is only with the integrity of the process and in its fairness, not with any particular set of outcomes. Exempting the untenured from mandatory voting on personnel matters will not, in itself, either help or hinder any change in the demographics of Grand Valley's faculty. It will not, by itself, either raise or lower the standards by which faculty are evaluated. It will, however, serve to insure—insofar as any policy can—that the principle of free, informed professional judgment be established as the sole basis for all our personnel decisions, a simple, though essential, goal as Grand Valley matures as an institution.

Note: Italicized portions and strike-outs indicate the language revisions of ECS discussed during their August 22, 2007 Fall Retreat

Guide to Practice of the Senate and its Committees

A. THE SENATE

1. Format and Presentation of Business

Senate meetings should be the place for final debate and consideration of issues that have been aired previously in the appropriate standing committee or other body. For most efficient use of Senate time, issues should also have been screened by the Executive Committee for obvious problems or omissions. Most business should appear in written form so that each Senator may have a copy for reference. Generally, the Chair of the Executive Committee verbally presents the motion, resolution or report to the Senate, adding any other information considered necessary to understand the issue. The Senate, following standard parliamentary procedure in Robert's Rules, then discusses the issue. Questions, doubts, criticism, support and additional information may be voiced at this time. Usually, substantive policy motions are held over until the next meeting so that Senators may solicit additional information and opinions and/or conduct Caucus discussion before the final discussion and vote in the Senate.

Once an issue has been ruled on by the Senate, it generally may not be brought up again in that Senate session. *The limited exceptions to this are governed by Rule 25 (concerning motions to rescind) and 27 (concerning motions to reconsider) in Robert's Rules of Order.*

The format of work presented to the Senate depends on the action needed. Among the possibilities are reports, resolutions, and motions. A report is merely a body of information communicated to the Senate on some matter of Senate concern. The Senate generally receives a report by having heard it, while adoption of, acceptance of, or agreement to a report would necessitate a vote which, if affirmative, means the body completely endorses all aspects of the report. A report on some major issue might be concluded with a resolution (supporting or condemning some policy or action of some other group or individual) or a motion (recommending some action on a matter of policy). The resolution(s) or motion(s) will then be presented for action to the membership.

Senate support of a resolution and Senate decision of policy is demonstrated by a majority vote.

2. Operating Procedures

The Academic Senate operates under the following procedures:

- a. Every meeting generally will be a business meeting.
- b. When a substantive (i.e., non-procedural) motion is made, it may receive initial discussion, following which it shall be referred to a committee (with or without a deadline) or postponed to a later meeting. Election to committees and receipt of reports are considered procedural motions. Motions should be in print, accompanied by supporting rationale. (Note: the rules may be suspended by a 2/3 vote at any meeting.)
- c. Committees are expected to communicate recommendations to the Executive Committee as soon as possible in order to facilitate prompt scheduling. A fifteen-day lead-time is considered normal, since this would allow for sufficient consideration by the Executive Committee and distribution to Senators ahead of the meetings.

- d. The Executive Committee is empowered to alter the Order of Business for the purpose of aiding orderly and effective action.

3. Parliamentary Procedure

Parliamentary procedure, properly used, provides the means whereby the affairs of an organization or club can be controlled by the general will within the whole membership. The "general will", in this sense, does not always imply even near unanimity or "consensus", but rather the right of the deliberate majority to decide. Complementary to this right is the right of the minority - at least a strong minority - to act according to its considered judgment after a full and fair "working through" of the issues involved.

Parliamentary procedure is not meant to intimidate the novices in an assembly or to provide any sub-group or individual within that assembly with any additional power or control. It will, however, ensure that a discussion will not wander into consideration of other issues without the original issue first having been resolved. By proceeding according to rules rather than by whim or personality, parliamentary procedure ensures equal rights among the membership of an assembly. For parliamentary procedure to make its proper contribution to constructive and democratic meetings, it should be followed from the beginning as a matter of course and should not be regarded as something to be resorted to only when trouble arises.

At the same time, there should always be flexibility. Under no circumstances should concern for parliamentary correctness be permitted to impose undue artificiality on a business meeting.

B. THE EXECUTIVE COMMITTEE

1. Action on New Issues

Requests for Senate perusal of an issue may come from any constituency, organization or member of the campus community. In order to streamline Senate work, the task of determining the appropriateness of these requests is assigned to the Executive Committee. Decisions on these matters are based on the Executive Committee's interpretation of the statements of responsibility in the Senate Bylaws. *All items will be routed through the Chair. Senate Assistant and assigned a serial number for tracking.*

Standing Committees have certain responsibilities specifically delegated to them in the by-laws and matters relating to these responsibilities ~~these items automatically receive serial numbers from the Senate Assistant~~ do not require referral from the Executive Committee.

Once an issue is deemed appropriate for Senate decision, it is usually referred to an appropriate standing committee for research and recommendation. However if the issue warrants campus-wide discussion, the Executive Committee may schedule faculty forums, etc., before any further definitive action is taken. At its discretion, the Executive Committee may take up the issue itself.

If an issue is considered to be not under the jurisdiction of the Senate, the Executive Committee refers the issue back to the author with an explanation of why the issue was not considered Senate business and, if possible, suggesting more appropriate routes for action.

2. Action on Standing Committee Motions

Once a standing committee has reached a conclusion on an issue which has been referred to the committee, the resulting motion and rationale is communicated to the Executive Committee for its review. The Chair of the standing committee will normally meet with the Executive Committee to explain the motion in more detail. Chairs will check with the Chair of the Executive Committee as to the necessity of their presence.

The Executive Committee in its review will decide (1) whether or not the motion is a matter for Senate debate, (2) whether or not all aspects of the issue are properly expressed in the rationale and (3) whether or not the wording of the motion specifies precisely the action to be

taken. The Executive Committee will then take action on the motion as described in the by-laws.

If a motion passes Executive Committee scrutiny, the motion is placed on the next Senate agenda under new business. If the motion is found to be lacking or inappropriate, it will be routed back to the standing committee with additional recommendations on format, content or rationale.

C. STANDING COMMITTEES

Except for actions on matters specifically delegated to a standing committee, no action of a committee responsible to the Senate shall become operative until it has been reported in writing to the Senate, recommended by the Senate at a regular or special meeting, and approved by the Administration.

Items for Standing Committees are referred to them by the Executive Committee, with the exception of certain responsibilities specifically delegated to them in the by-laws. These items automatically appear as agenda items for the Standing Committee. If items are brought directly to a Standing Committee, ECS will be informed. A Standing Committee may identify issues it wishes to study. The committee will inform ECS that such projects are being undertaken.

Methods of Research & Preparation

The efficiency of the Senate depends heavily upon the quality of its standing committees' work; and only after sufficient preparation can a committee effectively discuss an issue or form a recommendation. ~~In order for this to be completed in the shortest possible time, a standing committee must organize itself without delay.~~ *At the conclusion of each academic year the newly constituted committee membership should elect a chair for the following academic year. If a new chair is not elected, then the outgoing Chair shall continue to serve as chair for the purpose of convening a meeting as soon as is practicable at the beginning of fall term and conducting an election for chair. The Chair of the Standing Committee is responsible for scheduling committee meetings at the Allendale and Pew Campuses and ensuring that the university community has access to committee meeting schedules, agendas, and minutes; conducting the meetings; and ensuring that the university community has access to the information about committees meetings and activities through the university governance web site. A Vice-chair may be elected to assist the Chair.*

When an issue is referred for study and recommendation, the standing committee should decide what information/input it needs in order to come to a conclusion and then devise specific procedures for securing this information.

It is often important to learn the past status of an issue or to ascertain what other groups/persons have done recently with regard to the same issue. Such background information may be secured from several sources:

1. The Senate Office, which contains records of any past Senate action or debate on an issue;
2. Any related joint committee of the faculty, administration and students;
3. Such offices of the University administration (Academic Affairs, Student Life (replaces Affairs), Financial Affairs & Administration, Admissions, Financial Aid, the various colleges, etc.) as might be affected by or involved with the issue in question;
4. Related departments of other colleges and universities that may have dealt with the same issue;
5. Local, state, or national publications with articles on the subject.

The above background sources will often provide information on the present status of an issue and ideas and recommendations for future change - all of which may be valuable in considering the alternatives before forming a final recommendation. Also, for some issues it may be important to gather further data on campus/public opinion - possibly by means of surveys, open hearings, etc.

After deciding what information is necessary and how it might be attained, the committee (under the leadership of its Chair) should delegate the various tasks to specific members. The importance of doing this early in the consideration of an issue cannot be stressed too much. Subcommittees may be formed, or the Chair may appoint one or several ad hoc committees. (Membership may include persons outside of the standing committee). The Chair's leadership and organizational ability are of critical importance at this stage. He/she must be able and willing to tailor available human resources to the problem by: 1) delegating responsibility clearly and explicitly (so that valuable time is not wasted in wondering what was meant by a vague charge such as "research the background of this issue..."); and 2) setting a time framework for getting the job done (e.g., one or two members may be charged with soliciting campus background information; others might be expected to plan open hearings, conduct personal interviews, or collect related literature - all by a specific target date, after which the committee should plan to peruse all of the input and to work toward a final conclusion).

Needless to say, there are other sources and methods of information retrieval. Those mentioned above are intended as suggestions, rather than limitations for standing committee work.

Once an issue has been researched and discussed, the committee (or a majority thereof) should agree upon a conclusion or a recommendation. The form of the committee's action depends on the nature of both the issue and the conclusion. The committee may decide to change or uphold an existing policy; the committee may recommend guidelines for procedural changes; or the committee may make a resolution.

Motions and resolutions should be submitted to the Executive Committee in concise written form (both hard-copy and computer file) with a complete rationale that explains how and why the committee came to its conclusions. For instance, a proposal for a policy change should consist of:

1. An explanation of the present policy and why a change was deemed necessary;
2. A short discussion of the alternatives considered;
3. The motion itself, which should state the recommended action;

Elimination of ambiguous wording, confusing phrase construction, and misleading grammar helps avoid needless lengthy explanations ("What we really meant to say was...") during Senate debate - to the relief of all involved. However, more detailed information on an issue may well be requested by the Executive Committee and from the Senate floor, and committee members should be prepared to provide such information as needed.

There is some written background material on file in the Senate Office which often can be of help when a committee, constituency or individual wants to become familiar with the history of an issue. There are Senate minutes on file, as well as much material in the way of related Senate and committee reports and correspondence. Also, certain special reports are available.

Once a standing committee has reached a conclusion on an issue which has been referred to the committee, the resulting motion and rationale is communicated to the Executive Committee for its review. The Chair of the standing committee will normally meet with the Executive Committee to explain the motion in more detail. Chairs will check with the Chair of the Executive Committee as to the necessity of their presence. The Executive Committee may also require the Chair to appear at the Senate meeting when the issue is considered.

Chairs of standing committees are also responsible for submitting records to the Senate Assistant and preparing a year-end report to be presented to the Senate *in writing*.

D. THE SENATE OFFICE

The Senate Office is managed by the Senate Assistant, whose primary duties include:

1. Assisting the Chair of the Senate;

2. Compiling and distributing Senate and Standing Committee minutes, year-end summaries and any other reports considered necessary. The appropriate officers of the Senate, and all committees and groups created by them, shall promptly file with the Senate Assistant copies of the minutes of all meetings, and copies of all reports, recommendations, and proposals considered or adopted; such records shall be permanent records, and should be indelible. The Senate Assistant shall be responsible for preserving such records and for making them readily available to anyone who desires to examine them.
3. Ensuring that Senators are provided with material (i.e., copies of motions, agendas, etc.) necessary for smooth functioning of Senate meetings;
4. Assisting the Senate Executive Committee and Standing Committees in carrying out their functions;
5. Acting as an informal liaison between the Executive Committee and the standing committees of the Senate;
6. Ensuring that each year's new Senators are provided with sufficient background information to enable them to function efficiently;
7. Ensuring that any changes in any Senate-related University policy properly reflects the intent of the Senate;
8. Updating the Senate Handbook annually.
9. *Maintaining and updating information on the university governance web site.*

Senators may also request assistance from the Senate Office in 1) researching the (Senate) background of an issue, 2) editing reports, 3) editing motions, 4) helping establish communications between the Senate or a standing committee and other campus or off-campus groups or individuals; 5) retaining records for future committees' reference.

Faculty Athletics Representative (FAR) Report to the Academic Senate

- Paul M. Leidig, April 4, 2008

Summary of past year (key job description duties):

Responsibility of the FAR is to oversee key aspects of the student-athlete's life.

1. **Academic Preparation:** Damon Arnold mentors, monitors, and prepares statistical reports. Fall 2007 total GPA: 2.97, women: 3.23, men: 2.80.
FAR monitors and offers academic support when necessary.
2. **Eligibility:** Reports and administration by Walter Moore, GVSU Compliance officer, with support from Financial Aid and Admissions. FAR reviews and audits the process, and signs off on reports.
3. **Compliance:** Student-Athlete Reports and administration by Walter Moore. FAR reviews and audits that process, and signs off on reports.. FAR administers NCAA Coaches certification for every coach each June.
4. **Rules and Infractions:** Processed by Walter Moore with FAR signature.
5. **Contact with and support of Student-athletes:** FAR speaks to all SA at fall startup meeting, SAAC meetings, team meetings if needed. All coaches have been very supportive.

FAR attendance at the following activities:

- Voting representative to the NCAA Annual Convention. Attends convention and business meeting with the President, Athletic Director, and Senior Women's Administrator.
- NCAA Fall FAR Annual Meeting and Symposium
- NCAA Regional Rules Seminar
- NCAA FAR Fellows Institute
- GLIAC Executive Council (AD, SWA, FAR)
- Ex-officio member of the GVSU Intercollegiate Athletics Advisory Board meetings each semester.

Observations from this past year:

1. GVSU is the model institution in the GLIAC in support of student-athletes.
2. Our Athletics staff is top notch.
 - a. Tim Selgo is largely responsible for most of our success due to his management and mentoring of the coaches and athletics staff.
 - b. Damon Arnold is vital to our student's academic success, monitoring academic performance and mentoring students who demonstrate need. He is often invited to present his techniques and knowledge at NCAA events.
 - c. Walter Moore does an excellent job at keeping GVSU in compliance with the NCAA regulations. In addition, he serves as an excellent support and mentor to many student athletes.
 - d. Our coaches fully embrace our mission including keeping the "student" first in the term; student-athlete, and caring about the individual student.
3. As a representative of the faculty, I can confidently attest to the well-being of student-athletes, and the integrity of the athletics program at GVSU.

Academic Highlights – Fall 2007

- 11 teams earned 3.0 or higher sem. gpa: w.basketball, w.cross country, w.golf, w.soccer, w.softball, w.swimming, w.tennis, w.track, volleyball, m.cross country, men's golf
- All women's sport teams over a 3.0 gpa
- 54.7% of our student-athletes over a 3.0
- All Student-Athlete avg. sem. gpa - 2.97
- All Student-Athlete avg. cum. gpa – 2.97
- All Male sem. gpa average – 2.80
- All Women sem. gpa average – 3.23
- 72.5% of all student athletes maintain 2.5 or higher cum. gpa
- 51.4% of all student athletes maintain a 3.0 or higher cum. gpa
- 71.2% of all women student athletes earned a 3.0 or higher cum. gpa
- 72.1% of all women student athletes earned a 3.0 or higher sem. gpa
- 54.7% of all student athletes are maintaining 3.0 or higher sem. gpa
- **Earned 3.0 or higher sem. gpa:**
 - 53.3% of women's basketball team
 - 70.4% of women's cross country team
 - 62.5% of women's golf team
 - 68.0% of women's soccer team
 - 89.5% of women's softball team
 - 67.9% of women's swimming team
 - 83.3% of women's tennis team
 - 76.7% of women's track team
 - 73.7% of women's volleyball team
 - 58.5% of men's cross country team
 - 57.1% of men's golf team
- **Maintains 3.0 or higher cum gpa:**
 - 53.3% of women's basketball
 - 74.1% of women's cross country
 - 75.0% of women's golf
 - 72.0% of women's soccer
 - 89.5% of women's softball
 - 71.4% of women's swimming
 - 83.3% of women's tennis
 - 61.3% of women's track
 - 68.4% of women's volleyball
 - 63.4% of men's cross country
 - 50.0% of men's golf team

Highest male team gpa. — Golf 3.11

Highest women's team gpa. — Softball 3.49