



Faculty Senate
Approved Minutes
April 9, 2020, 3:15pm
Zoom Meeting ID: 905495597
Virtual Meeting

Present: Lynne Bidwell, Kylee Britzman, Lauren Connolly, Christa Davis, Erin Fay, Sue Hasbrouck, Natalie Holman, Leif Hoffmann, Lorinda Hughes, Bryce Kammers, Tracey Koch, J.R. Kok, Eric Martin, Julee Moore, Dan Rudolph, Eric Stoffregen, Royal Toy, Jennifer Weeks, Lee Ann Wiggin, Scott Wimer
Guests: Jenni Light, Cynthia Pemberton, Lori Stinson

- I. Call to Order @ 3:15pm
- II. Introductions
- III. Approval of Senate Meeting minutes from March 19, 2020 *Motion to approve minutes by Eric Martin, 2nd by Scott Wimer, motion approved.*
- IV. Remarks:
 - i. President Pemberton
 - i. Governor sent out a memo in March about being conservative in spending
 1. 1% has been swept back from us.
 2. Any supplemental funds need to be approved
 3. There is potential for additional cuts in the memo
 - ii. Stimulus money will be about 2 million dollars for students with additional information regarding application to funds available to the institution.
 - iii. After you get a chance to take a breath from the change to online teaching, please focus on recruitment and retention. LCSC cannot sustain the 20% loss that is anticipated.
 1. To assist in in recruitment/retention LCSC has frozen the cost of tuition and housing for next year.
 - iv. Questions
 1. We are going to do whatever is possible to honor the sabbaticals already awarded.
 2. Sabbaticals may not be available next year due to funding.
 - v. We are doing what we can for promotions (unless the State does not provide this opportunity).
 - vi. Has the \$2 million-dollar deficit taken into account the travel savings?
 1. We are saving on some items, but there are losses as well due to revenue. Hopefully by May we will have more information from the State.
 - vii. Are we looking at offering physical opportunities on campus this summer for students who need clinicals?
 1. I am hopeful for a semi-normal Fall
 2. Summer offerings are mostly online.
 3. We are looking into ideas/possibilities that permit us to continue social distancing and offer content/support.
 4. Currently 100 of our students are still on campus.

- viii. Recruitment & Retention – One issue having students not coming back may relate to lack of internet access. What can we do about this? How are we resolving this issue?
 - 1. Broadband issues statewide is a discussion in the legislature right now.
 - 2. We can't make any assurances by the fall.
 - 3. We can support reliable internet access on campus and are looking at extending wifi to parking lots. We can only do this with our facilities so if a student lives out of town, we have no control over internet access in other towns.
 - ix. There was a line in the Tribune about the SBOE giving presidents more HR flexibility. Do we know the specifics of this policy and what it means for LC?
 - 1. Discussion about the wait time for decisions made regarding policy. This will make the timelines less rigid.
 - x. Is the board having any discussions about whether this circumstance meets the definition of 'financial exigency'?
 - 1. We are not in that place right now and hope not to be there.
 - xi. What level of support can we offer regarding nuances of their computer (video and audio) for Collaborate, to our students who are in other countries or merely a distance away?
 - 1. This question needs to be directed to e-learning; they will see what options are available.
 - 2. The companies we work with have been great about providing additional resources.
 - xii. Things we have been asked to do:
 - 1. Faculty are asked to code their time so the state can access the stimulus money.
 - 2. Essential staff and services are still in place.
 - xiii. We may be able to reassign people to another area so that they don't have to burn leave.
 - xiv. Should we also be logging additional expenses related to the stay at home order as well as the I-time coding?
 - 1. Yes send this to Julie Crea to share information/costs
 - xv. HR flexibility only applies to:
 - 1. Non-Tenured faculty
 - 2. Staff
 - xvi. For fall's retention and recruitment, would it make sense to establish a stronger nexus between our preparatory classes and our programs? (nursing, education, radiographies) – commitments to those at community colleges.
 - xvii. Students who graduate from a community college in Oregon and Washington receive instate tuition at LC
- ii. Provost Stinson
 - i. No report outside of the current business and items at hand.
- V. Division Updates
 - i. No Updates
 - VI. New Business
 - i. One-time emergency grade adjustment process: COVID-P-D-F-Protocol
 - i. Faculty are supportive in general.
 - 1. Concerns – confusion regarding things like financial aid, program requirements, etc.
 - 2. The biggest question is why this is P/D/F vs just P/F especially due to the scope of assistance.

- GPA of 2.0 required for core.
- 3. Worry that students may not understand the differences between a point scale as well as a percentage system.
- 4. Blackboard does not always provide the most current grades so there is a fear that students will stop working and not realize the impact to their grade.
- 5. It seems to be problematic that this is in the hands of individual faculty members.
 - Recommendation that the assignment of this opportunity be left in the hands of the Registrar.
 - Link: <https://registrar.wsu.edu/academic-calendar/> students can withdraw after final grades are submitted. Can we just do this?
- 6. If this goes forward, how accountable will advisors be? Do we direct them to financial aid, or other sources?
 - We are trying to put the students in the driver's seat, so you would ask them if they have had the opportunity to contact Fin. Aid, etc.
- 7. Gen ed vs major responses.
 - We are trying to call out the specific differences as information to the students.
- 8. Concern about cherry picking the courses they might opt for the P/D/F some courses rather than others. There also seems to be many negatives rather than positives.
 - It is impossible to create a document specific to every permutation. It is the expectation that everyone would advise appropriately. For the document we have, are the most important points included.
- 9. This grading schedule was drafted/provided as a response to faculty request.
- 10. The registrar's office is very concerned about changing grades after final grades are submitted. It strongly recommends supporting the protocol as is.

Motion to support the protocol as described made by Scott Wimer, 2nd by Royal Toy, motion approved

- ii. Creating a statement/protocol that would grant faculty the permission, at their option, to exclude any SCE results obtained during Spring 2020 from future evaluations. Example from San Jose State University: <http://www.sjsu.edu/senate/docs/S20-4.pdf>
 - i. Just like we are trying to do for students, it is a good idea to say you have options.
 - ii. Social Sciences: Having options is a good thing, however, response rates may be the issue.
 - iii. BTS Faculty and administration should be aware of what is happening. We are all in this boat together. We need to stick up for what we are doing
 - iv. Sue Hasbrouck: It is our job to teach, and we need to keep it up and pay attention to what we are doing. I am not opposed to let people opt out, but we need to pay attention.
 - v. Bryce Kammers: I am not particularly concerned with excluding SCEs--I think those who look at them will be sympathetic to the context. That said, I imagine some faculty would like the option.
 - vi. Lauren Connolly: We were thrown into the fire, and it is important to acknowledge those that may have had more difficulty.

- vii. Scott Wimer: I think we do need to include this and that we need to adapt. I don't think this is an opportunity to throw these out.
- viii. Sue Hasbrouck: There needs to be consistency in the review processes. Are there policy implications?
 - 1. A policy is a policy unless an exception is made
- ix. If we leave this up to our division chair for discussion, there is a power differential with faculty/chair.
- x. Perhaps we have the same compassion and leniency for ourselves as we are having for our students.
- xi. Kylee Britzman: It is not necessary wanting a bye, but the support from fellow faculty and administration would be appreciated.
- xii. It was decided to have faculty leadership, Leif Hoffmann, Jenni Light, and Lorinda Hughes, craft a general statement the following week and to share it with the provost.

VII. Old Business

- i. Information: Policy 2.XXX Instruction – Faculty Affairs recommendation: “Motion to approve”
 - i. moved to the last Senate meeting of the academic year on April 30, 2020
 - ii. Faculty Affairs – Vote on current policy and then have further discussions next year regarding what may need to be updated as a response of the lessons learned from COVID-19 situation
- ii. Policy 1.102 Operational Guidelines for Faculty Governance – Feedback has been collected to the proposed changes to the policy following the last two Senate meetings on February 20, 2020 and March 19, 2020 and the Faculty Association meeting on March 12, 2020. *The proposed changes with the received feedback can be found in the pages following the minutes starting on page 6.*
 - i. Based on policy guidelines, the final vote on acceptance or rejection of the proposed guidelines has to come at the faculty association. The meeting is scheduled for April 23, 2020
 - ii. As regards feedback received:
 - 1. Alignment to the hearing board should be ok
 - 2. Remuneration – some concern was raised in regard to recruiting future faculty leaders; incentives
 - iii. Length of terms – concern was raised that shortening the term for GenEd members would lead to important loss of institutional knowledge
 - iv. Elimination of committees – the suggested elimination/transformation of the Budget, Assessment, and Planning committee and Student Affairs committee into ad hoc committees raised the most concern
 - v. Provide any additional feedback in preparation of a vote at faculty association before the end of next week
 - 1. Scott Wimer: Budget & Assessment Committee –
 - Doesn't meet frequently, so we may not need it; however, we could create an ad-hoc committee when it is needed.
 - If they have not been meeting, why not?
 - This committee may not be relevant anymore in its present form so removing a standing committee may benefit smaller divisions with less faculty whose resources regarding service requirements are already stretched

VIII. Committee Reports

- i. Budget, Planning and Assessment – no report
- ii. Curriculum – no report
- iii. Faculty Affairs – no report
- iv. General Education – no report
- v. Student Affairs – no report

IX. Good of the Order

- i. Do we have anticipated numbers for Fall enrollment?
 - i. Provost: Moving target, but the indicators are strong... the last day to apply is Aug 8th bills go out end of June/July. More information will be available at a future time. We will keep you posted.
- ii. Will the State Board meeting that is being held Monday be open to the public?
 - i. Provost: It will be at 2:00pm on their Facebook page, provided streaming works correctly.

Motion to adjourn the meeting made by Jenifer Weeks, 2nd by Eric Martin, unanimously approved

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

Background: This policy contains sections removed from the constitution, such as structure of the Senate and references to committees. This eases the process of adjustments to committee structure as Idaho State Board of Education approval is not required for such minor changes.

Title: Operational Guidelines for Faculty Governance

Point of Contact: Office of the Provost/Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Faculty Association

Date of approval by LCSC authority: January 24, 2020

Date of State Board approval: August 11, 2016

Date of Most Recent Review: 01/2020

Summary of Major Changes incorporated in this revision to the policy: Updated the role of the STPRC/SPRC to be consistent with Policy 2.106 Faculty Rank and Promotion.

Purpose

This document establishes operational guidelines for the Faculty Senate, Faculty Association, and Standing Committees of the LCSC faculty. Refer to the Constitution of the faculty for general provisions regarding the definition of faculty, the function of the Faculty Senate and Faculty Association, and responsibilities of the faculty. All official business conducted by the Faculty Senate, the Faculty Association, and all Standing Committees shall follow the current edition of Robert's Rules of Order.

I. FACULTY SENATE

A. Structure. The Faculty Senate shall be constituted as follows:

1. Each Division of the college engaged in instruction shall elect two (2) Senators to the Senate excepting the Library that shall elect one (1). Additionally, the faculty of LCSC Coeur d'Alene shall elect one (1) Senator to represent the interests of LCSC Coeur d'Alene. Each Senator for a Division shall be a regular member of the Faculty Association with his or her primary appointment in that Division. Divisions are defined as the Library and those instructional units that are chaired by a Division Chair. Student Affairs shall have one (1) Senator.
2. Two (2) students are appointed by the President of the Associated Students of Lewis-Clark State College (ASLCS). They will be ex-officio members with voice but without vote.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

3. The President, or the President's designated representative, Registrar, the Chair of the Curriculum Committee, and Past Faculty Chair shall be ex-officio members with voice, but without vote in the Faculty Senate.

B. Officers. Each year by the end of spring semester, the Faculty Association shall elect a Chair and a Chair-Elect from the Faculty to take office the day following spring graduation. The Chair and the Chair-Elect are also Chair and Chair-Elect of the Faculty Senate. Also, each year a Secretary from the Faculty shall be appointed by the Chair, subject to confirmation by the Faculty Association.

1. Responsibilities of the Chair are to:
 - a. be the official leader and voice of the Faculty Association;
 - b. represent the Faculty Association at 1) any meeting of the Idaho SBOE held on the LCSC campus 2) the annual meeting of the Idaho SBOE that includes the setting of tuition and fees 3) the annual presentation by LCSC to the Joint Finance-Appropriations Committee during Education week of the Idaho state legislature. Attendance at additional SBOE meetings is at the discretion of the Chair upon discussion with administration;
 - c. preside at Faculty Association meetings which she or he calls;
 - d. preside at or appoint the Chair-elect to preside at all meetings of the Faculty Senate;
 - e. be an ex-officio member of all committees with voice, but without vote;
 - f. appoint the Secretary of the Faculty Association, subject to confirmation by the Faculty Association;
 - g. call regular meetings of the Faculty Senate during the academic year;
 - h. ensure a quorum of 50% plus one (1) Faculty Senate members are present prior to conducting official business;
 - i. perform all other duties pertaining to this office, as they arise;
 - j. act as a Chair of the Chairs for the standing committees of the Senate;
 - k. chair the Faculty Senate Cabinet and the Budget, Planning, and Assessment Committee;
 - l. attend meetings of the President's Council.
 - m. represent Faculty in campus commencement activities, including Lewiston and Coeur d'Alene events.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

2. Compensation to the Chair:

- a. The Chair may negotiate a stipend up to one (1) month's salary, which is to be paid over the term of the Chair's regular contract payment.
- b. The Chair shall receive a 50% release time from normal teaching duties during his or her term.
 - 1) Upon the mutual agreement of the Chair, Provost, Chair's Division Chair, Chair-elect, and Chair-elect's Division Chair, the Chair and Chair-elect may elect to receive release from normal teaching duties in a combination that will provide for a smooth transition from year to year. For example: Fall Semester, Chair 50%; Spring Semester, Chair 25% and Chair-elect 25%, or some other combination as agreed upon by all of the above parties.
- c. The Provost's Office shall provide budget support for travel to Idaho SBOE meetings and other engagements mandated by the regular responsibilities of the Chair.

Commented [LSH1]: Faculty feedback: While this is admirable, I think that this should remain in place, as it is probable that this is not only an incentive for a faculty member to take on this responsibility, but a way to assist in meeting the other needs that may arise from this responsibility.

3. Responsibilities of the Chair-Elect are to:

- a. assume the duties and responsibilities of the Chair in the absence of the Chair;
- b. perform all other duties pertaining to this office, and other such duties as may be assigned by the Chair or by the Faculty Association;
- c. chair the Faculty Affairs Committee;
- d. serve on the College Foundation Board Committee;
- e. be a member of the Budget, Planning, and Assessment Committee;
- f. be a member of the Faculty Senate Cabinet.

4. Compensation to the Chair-Elect

- a. the Chair-elect shall receive compensation as agreed upon with the Office of the Provost, and in alignment with section 2 of this document.

Commented [LSH2]: Feedback: Which section 2 of the document is this referring to? The entire policy is filed under "SECTION: I. GENERAL" with section 2 occurring under III. COMMITTEES and there is no reference to compensation. Perhaps this means I.B.2.b.1, and is completely up to the mutual agreement meeting that may occur.

5. Responsibilities of the Past Chair are to:

- a. chair the Student Affairs Committee;
- b. be a member of the Budget, Planning, and Assessment Committee;

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

- c. be a member of the Faculty Senate cabinet;
 - d. be an ex-officio member of the Faculty Senate.
6. Responsibilities of the Secretary/Treasurer are to:
- a. maintain an accurate record of all meetings of the Faculty Association and the Faculty Senate;
 - b. send a copy of the Faculty Association meeting and the Faculty Senate meeting minutes to the Provost, Faculty and Archivist;
 - c. maintain records of and report on Faculty dues payments and expenditures made from those funds.

C. Term of Office.

1. Faculty Senators. Faculty Senators are encouraged to serve for three (3) years.
2. Faculty Chair. The Chair will serve one (1) year as the Chair, and one (1) year as the immediate Past Chair. In the event of a resignation by the Chair, the immediate Past Chair will assume the responsibilities of the Chair for the remainder of the term.
3. Chair Elect. The Chair-Elect will serve one (1) year as Chair-Elect and the following year will serve as the Chair. In the event of a resignation by the Chair-Elect, an Association meeting will be held within a month of the resignation for the purpose of electing a new Chair-Elect.
4. With mutual agreement between the Faculty Chair and the Chair-Elect, and upon election by the Faculty Association, the Faculty Chair and Chair-Elect may serve an additional one (1) year term.
5. Secretary/Treasurer. The Secretary/Treasurer will serve a term of one (1) year. This term may be repeated.

II. FACULTY ASSOCIATION

A. Meetings. Meetings of the Faculty Association may be called with five (5) school days notice by the President or by the Chair of the Faculty Association, or in the absence of the Chair, by the Chair-Elect of the Faculty Association, or upon the written petition of ten (10) Faculty members. There will be at least four (4) meetings during the college year. The President and the Chair, respectively, are expected to call at least two (2) meetings each. The President, (or her or his designee), shall preside at all meetings of the Faculty Association which the President has called, and the Chair or Chair-Elect shall preside at all meetings they have called.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

B. Secretary-Treasurer. The Secretary-Treasurer of the Faculty Association shall be the Secretary-Treasurer of the Faculty Senate subject to confirmation by the Faculty Association.

C. Quorum. A quorum shall consist of not less than one fifth (1/5) of the members of the Faculty Association (as defined in Article 1, Section 5.) Proxy votes must be presented in writing to the Secretary of the Faculty. Proxy votes will not count in the calculation of a quorum. By majority vote of the members present, a written poll of the Faculty of the College may replace a voice or written vote. The written poll must be issued within two (2) working days of the request and returned within seven (7) working days of the request.

D. Agenda. An agenda listing all subjects to be voted on by the Faculty Association, other than routine matters, shall be issued to all members of the Faculty at least two (2) days in advance of each meeting of the Faculty Association, except as provided in clause E of this section.

1. Responsibility. The President shall be responsible for and shall issue the agenda when she or he has called the meeting. The Faculty Association Chair (or Chair-Elect in the absence of the Chair) shall be responsible for and issue the agenda when the Chair (or Chair-Elect) has called the meeting.
2. Agenda Items. Individual members of the College community who wish to suggest items for the agenda shall submit them to the President if the President has called the meeting, or to the Chair (or Chair-Elect) if the Chair (or Chair-Elect) has called the meeting. No items may be considered under this clause, unless presented within the proper time limit (see Article II, Section 4 for Agenda and Article II, Section 4, E. Agenda for Emergency Meetings), or unless the presiding officer considers the matter at hand "routine" business.
3. Resolutions Requiring Action. Ten (10) or more members of the College community desiring to submit a resolution which requires action at the next Faculty Association meeting shall submit the signed resolution to the President at least three (3) school days prior to the meeting. Such resolutions shall be published in full and included with the agenda.
4. Proposed Changes of Written Policies or Regulations. Any proposed change in written policy or regulation which requires action at the next Faculty Association meeting must be published in full with the agenda, or final action on the proposal must be delayed until the next Faculty Association meeting.
5. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the total Faculty, the President or the Faculty Association Chair shall declare the emergency, and thus call the meeting. In such circumstances, the agenda may be limited to items approved by the President, if the President calls the meeting, or by the Chair if the Chair calls the meeting, and should be published not less than two (2) school days prior to the emergency meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds (2/3) of the members of the total Faculty in attendance at the emergency meeting. A quorum, as

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

indicated in Article II, Section 3, must be present to conduct any business. None of the rules stipulated in this clause may be suspended or altered.

III. COMMITTEES

Section 1. General Provisions.

- A. The word "committees" is a general term describing all committees, sub-committees, councils, boards, and similar bodies.
- B. The Faculty Senate appoints all standing committees other than those reserved to the President or designee.
- C. The President is responsible for appointing ad hoc committees of a fact-finding nature to advise her or him and to appoint committees made up solely of administrators; the President, or designee, may also appoint committees for delegation of administrative tasks.
- D. The establishment, discontinuance, or restructuring of a standing committee requires a constitutional amendment, except for committees required by Idaho SBOE policy or eliminated by the Idaho SBOE.
- E. Unless otherwise indicated, no standing committee will be chaired by the administrative officer who is substantially responsible for implementing the policies or recommendations of the committee.
- F. The President of the College, or her or his designee, and the Chair of the Faculty, or her or his designee, are members ex-officio, with voice, but without vote on all committees.
- G. Divisions for purposes of committee membership are defined as the Library and those instructional units that are chaired by a Division Chair.
- H. The tenure of individual members on standing committees may not be terminated within her or his stated term of office except for cause and with the concurrence of the Faculty Senate.
- I. Committees meet on the call of the Chair. Committees may be convened by one-half (1/2) of the members on the committee with one (1) day written notice to all other members. All committees will be convened by the last week of September. A quorum for committee meetings shall consist of 50% plus one (1) committee member.
- J. Proxy votes are not permitted.
- K. Unless otherwise provided, all committee assignments terminate on September 1 of the year of termination.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

- L. Standing committees shall keep minutes and shall distribute them to all members on the committee, the Chair of the Faculty, and to the Senate Webmaster. Minutes shall be posted electronically on the Faculty Senate website.
- M. All committees shall have the power to appoint subcommittees in addition to those spelled out in this constitution for a specific purpose within the realm of that standing committee's function.

Section 2. Standing Committees of the Faculty Senate—General Information.

- A. Appointment. The Faculty Senate will appoint all Faculty members on campus-wide Committees. Administrative members will be appointed by the President of the College, or designee, and student members will be appointed by Student Body President, or designee.
- B. Reporting.
 - 1. Each committee will make progress reports to the Senate when such reports are requested by the Senate Chair. These may be written or oral reports, should identify time and place of committee meetings, and should describe current status as well as future goals of the committee.
 - 2. Recommendations for Senate action should be printed and distributed to Senate members prior to the Senate meetings at which they will be presented.
- C. Meetings. Meetings will be open to general faculty except when such open meetings would be an infringement of individual rights.
- D. Terms of Office. A term consists of one (1) year.

Section 3. Standing Committees of the Faculty Senate.

- A. Faculty Affairs Committee.
 - 1. Function. The responsibilities are to:
 - a. recommend and monitor policies regarding evaluation, promotion, tenure and merit of the Faculty;
 - b. conduct a continuing study of salaries, professional problems, welfare, retirement practices, and working conditions of members;
 - c. Coordinate and facilitate faculty development grants, sabbaticals, and offerings in concert with the Provost.
 - 2. Structure.

Commented [LSH3]: Feedback: I think serving two-year terms on the Faculty Affairs Committee is a good idea, especially because there is a big learning curve with that committee. However, do we want to mirror the language relating to senate terms under I.C.1, which says "Faculty Senators are encouraged to serve for three years"? I think the language "encouraged to serve" might work better for this committee, particularly since anyone applying for sabbatical or funds should recuse themselves from the process. Under those circumstances, and given the need for confidentiality with some Faculty Affairs processes, it might be better for a division to find a new committee member for the year rather than sending a substitute to read sabbatical applications. The phrase "encourage to serve" leaves room for flexibility. I'm also opposed to placing term limits in policy. I think divisions can figure out for themselves how to manage their representation.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

- a. The Faculty Affairs Committee will consist of one (1) faculty member from each Division and one ex-officio (1) representative from Student Affairs with voice but without vote.
Each faculty member will serve a two-year term
 - b. The Chair-Elect of the Faculty Senate is the chair of the Faculty Affairs Committee, per Article I.6.B.3.c., with voice but without vote. If the Chair-Elect is serving as the Division's representative on the committee, the chair will provide the Division's vote. In no instance shall any Division have more than one vote on the committee.
- B. Student Affairs Committee.
1. Function. The responsibilities are to:
 - a. recommend college policy and monitor implementation thereof in areas related to student life and student affairs, including but not limited to: student financial aid, housing, student organizations, student health, student judicial affairs, student recreation, placement, campus union activities, counseling, and student development;
 - b. establish academic standards to be maintained by all students in the College and its various units.
 2. Structure.
 - a. one (1) faculty member from each Division, at least one (1) but no more than two (2) students, one (1) Student Affairs representative, and one (1) administration representative. The student, the Student Affairs representative, and the administration representative will be ex-officio members of the committee with voice but without vote.
 - b. The Past Chair of the Faculty Association is the chair of the Student Affairs Committee, per Article I.6.B.4.a., with voice but without vote. If the Past Chair is serving as the Division's representative on the committee, the Past Chair will provide the Division's vote. In no instance shall any Division have more than one vote on the committee.
- C. Curriculum Committee.
1. Function. The responsibilities are to:
 - a. generate or review all proposals pertaining to curriculum decisions, including instructional programs and courses;
 - b. recommend action on curriculum matters to the Faculty Senate.
 2. Structure.

Commented [LSH4]: Should we consider staggered terms so in any given year, only 1/2 of the committee could transition off.? This would potentially help with continuity. Should there be a limit to the # of consecutive terms?

Commented [LSH5]: Suggestion has been made that similar to the budget, planning, and assessment committee that this committee could be eliminated as a permanent committee with the idea that the past-chair would still be in charge of student affairs issues and call, when necessary, an ad hoc committee together (this could be either by contacting the divisions or by simply having a senator from each division be designated/asked to serve on an ad hoc called student affairs committee).

Commented [LSH6]: Feedback: Consider keeping it as a permanent committee and not as an ad hoc committee. It also can serve as a valuable avenue for feedback from administration and staff.

Commented [LSH7]: Feedback: I'm opposed to cutting the Student Affairs Committee at this point. I understand that the committee has not been very active this year, but last year we were very active. I think it's important for faculty members to maintain a voice on campus, and if we cut too many committees, we have fewer avenues for raising concerns. By having a standing committee, we're signaling that student affairs issues are important, and that we want to have input on those decisions.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

- a. The Curriculum Committee will consist of one (1) Faculty member from each division, the Registrar, a representative from the Registrar’s office to serve in the capacity of secretary for the committee, the Provost or designee, and one (1) student. The Registrar, the representative from the Registrar’s office, the Provost or designee and the student will be ex-officio members of the committee with voice but without vote.
- b. The chair of the Curriculum Committee will be a faculty member elected by the Curriculum Committee each spring to serve for the following academic year. The Chair of the Curriculum Committee will be an ex officio member of the Faculty Senate. If a faculty member becomes chair of the Curriculum Committee and the Division appoints an additional divisional representative, then the committee chair will have voice but no vote; in no instance shall any Division have more than one vote on the committee.

D. General Education Committee

1. Function. The responsibilities of the General Education Committee are to:

- a. review and recommend changes in General Education throughout the College and in the General Education Core Curriculum;
- b. monitor the effectiveness of General Education throughout the College and the General Education Core Curriculum;
- c. publicize, promote, and advocate for General Education among the students, faculty, and staff of the College;
- d. maintain an ongoing study of general education philosophies and models nationwide; and
- e. coordinate college-wide actions to maintain the relevance of General Education in a changing society.

2. Structure

The General Education Committee will consist of five (5) faculty elected by the Faculty Association. Each member will serve a two-year term. The members must be selected from five (5) different divisions. The committee shall have one member from each of the following divisions on it: DONSAM, Humanities, and Social Sciences. The chair of the committee will be elected annually by the committee from among the members of the committee.

1. Function. The responsibilities are to:

Commented [LSH8]: Feedback: I like the idea of the three academic divisions having permanent seats on the committee. I thought the reduction of term limits for this committee from 5 years to 3 years a few years ago was a mistake. I think this proposal to further reduce the terms from 3 to 2 years is going to further amplify that mistake. I feel quite strongly about this. This committee requires some degree of institutional history amongst its members to be functional and it typically takes a full year of being on the committee before a member really understands what the issues are. This is especially true if the member is coming out of a division that teaches no Gen Ed, or the faculty member themselves has very little contact with the program, or is new to the institution. I think there is the possibility for major functionality issues on this committee if the permanent seats for academic division are denied, but the shorter term limits are approved

Commented [LSH9]: Feedback: We ask senators to serve for three years, and it seems reasonable to ask Gen Ed committee members to do the same because committee members need time to learn about Gen Ed.

Commented [LSH10]: Feedback: I would argue that the structure of this committee be the same as the aforementioned committees with one representative from each instructional division. By not guaranteeing representation from each of the “professional” divisions voices may be limited and curricular changes may not represent the entirety of the college.

Commented [LSH11]: Same question as regards the faculty affairs committee– should we consider to stagger the term?

Commented [LSH12]: Consider keeping it as a permanent committee. It is valuable to have faculty members from different divisions sitting in the FAC process instead of only faculty leadership. There is something to be gained from faculty representation across divisions. This process helps to increase understanding.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

~~a.—serve as a communication link among the Faculty Senate, Divisions, and President regarding budget, planning, and assessment.~~

~~2.—Structure.~~

~~a.—The Budget, Planning, and Assessment Committee will consist of one (1) Faculty member from each Division, the Past Chair, and the Chair elect. If the Past Chair or the Chair-Elect is serving as a Division's representative on the committee, that individual will provide that Division's vote. In no instance shall any Division have more than one vote on the committee.~~

~~b.—The Chair of the Faculty Association shall serve as Chair of the Budget, Planning, and Assessment Committee, per Article I.6.B.1.h, with voice but without vote. If the Chair is serving as the Division's representative on the committee, the Chair will provide the Division's vote. In no instance shall any Division have more than one vote on the committee.~~

F. Faculty Senate Cabinet.

1. Function. The responsibilities are to:

- a. serve as a clearinghouse for issues to be assigned to committees;
- b. assist the Faculty Chair in attending meetings, communicating with campus groups, and monitoring policy implementation;
- c. provide an advisory function for the Faculty Chair on a weekly basis.

2. Structure.

The Faculty Chair Cabinet will consist of the following members: the Faculty Chair (also the Cabinet Chair), the Faculty Chair-Elect, the Secretary/Treasurer, the Senator Chairs of each standing committee, and the Past Faculty Chair.

Section 4. Hearing Board.

- A. Function. In accordance with grievance procedures as stated in the Policy and Procedures Manual, the Hearing Board shall serve as the institutional board of appeals for Faculty and students. Upon request it shall review all policy changes, testing them for consistency with the constitution. The Board shall seek such information from students, Faculty, administration, and the Idaho SBOE, as it may deem necessary to accomplish its task. It shall also conduct a continuing review of the constitution committee structure and functions, communicating its findings to the Faculty Association annually.

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

B. Structure.

1. ~~1. Membership. The Hearing Board shall be composed of seven (7) members (the majority of whom shall be tenured); three (3) members from the faculty elected by the Faculty Association; three (3) members from the Faculty appointed by the President; and one (1) Division Chair appointed by the Faculty Senate. Three (3) alternate members will be designated: one (1) appointed by the President and two (2) appointed by the Faculty Senate. The Faculty Hearing Board shall be composed of seven (7) faculty members (the majority of whom shall be tenured), and two alternates (2) for a total of nine (9) committee members. Members are elected or appointed as follows:
 - Faculty Association: Elects three (3) faculty committee members;
 - President: Appoints three (3) faculty committee members;
 - Faculty Senate: Elects one (1) faculty committee member, one (1) Division Chair committee member, and one (1) Division Chair alternate.~~
 2. Committee Chair and Hearing Chair. The committee chair shall be elected each year from the voting members of the Faculty Hearing Board.
 3. Students. In cases involving students, four (4) students shall be included, with voice and vote, in the hearing board membership. The students shall be appointed by the ASLCSC President.
- C. Term of Service. Members of the Faculty Hearing Board shall serve for a period of three (3) academic years, one-third (1/3) of the faculty members being selected each year. No more than three (3) new board members shall join the board in any given year.

Formatted: Font: 11 pt

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.5" + Indent at: 0.75"

Section 5. Standing Tenure and Promotion Review Committee (STPRC) for academic faculty.

A. Function. The responsibilities are to:

1. uphold the philosophy toward tenure/promotion as set forth in the Policy and Procedures Manual;
2. establish, review, and monitor tenure/promotion criteria, policies, and procedures;
3. in conjunction with the Provost's office, notify in writing faculty who are eligible to apply for tenure/promotion and provide "Request for Tenure/Promotion Evaluation" forms along with a list of contents required for the Tenure/Promotion File;

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

4. meet with new hires and discuss tenure/promotion process;
 5. oversee and approve formation of the Individual Tenure and Promotion Committees;
 6. review all applications for tenure/ promotion when the IPC, Division Chair or Dean recommends against promotion/ tenure or when the applicant is a Division Chair, and forward its recommendations to the applicant, the Division Chair, the Dean, the applicant's Individual Tenure and Promotion Committee, and the Provost;
 7. plan annual recognition for newly tenured/promoted Faculty;
 8. oversee the periodic performance review process.
- B. Structure. STPRC will be constituted as follows: a tenured faculty member from each academic division, and a Chair. All members will be elected by the Faculty Association at its spring meeting. At least 50% of the STPRC faculty members must hold full-professor rank.
- C. Term of Service. All members will serve three-year terms. No member may serve more than one (1) consecutive term. A tenured Faculty member, elected by the Faculty Association, will serve as Chair for a one-year term and will vote in the event of a tie. No Faculty member may serve on the STPRC during an academic year when her or his own application is being considered.
- D. No member of the STPRC may serve on an Individual Tenure/Promotion Committee for academic faculty.
- E. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.

Section 6. Standing Promotion Review Committee (SPRC) for Career & Technical Faculty.

- A. Function. The responsibilities are to:
1. uphold the philosophy toward promotion as set forth in the Policy and Procedures Manual;
 2. establish, review, and monitor promotion criteria, policies, and procedures;
 3. in conjunction with the Provost's office, notify in writing faculty who are eligible to apply for promotion and provide "Request for Tenure/Promotion Evaluation" forms along with a list of contents required for the Promotion File;
 4. meet with new hires and discuss promotion process;
 5. oversee and approve formation of the Individual Promotion Committees;

SECTION: I. GENERAL

SUBJECT: OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

6. review all applications for promotion when the IPC, Division Chair or Dean recommends against promotion or when the applicant is a Division Chair, and forward its recommendations to the applicant, the Division Chair, the Dean, the applicant's Individual Promotion Committee, and the Provost;
 7. plan annual recognition for newly promoted Faculty.
- B. Structure. The five-member SPRC will be constituted as follows: one (1) faculty member at the assistant professor level, one (1) faculty member at the associate professors level, one (1) faculty member at the full-professor level, one (1) faculty member at any rank, and a Chair. All members will be elected at the spring meeting of the Faculty Association.
 - C. Term of Service. The associate professor faculty member will serve a three-year term; the assistant and full-professor faculty members will serve a one-year term. No member may serve more than one (1) consecutive term. A Faculty member, within the Committee, elected by the Faculty Association, will serve as Chair for a one-year term and will vote in the event of a tie. No Faculty member may serve on the SPRC during an academic year when her or his own application is being considered.
 - D. No member of the SPRC may serve on an Individual Promotion Committee for career & technical faculty.
 - E. In consultation with the Provost, the Committee will review its own membership for areas of conflict of interest.

IV. AMENDMENT OF THE OPERATIONAL GUIDELINES FOR FACULTY GOVERNANCE

The operational guidelines for faculty governance may be amended by a two-thirds (2/3) vote of the members of the Faculty Association, as defined in Article 1, Section 3 of the Faculty Constitution, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full with the agenda at least one (1) week prior to the meeting or must have been presented in writing at the Faculty Association meeting previous to the one in which the vote is to be taken.