Faculty Senate Agenda
January 10, 2005
3:30 p.m.

Call to order

<u>Approval of Minutes</u>
        December 6, 2004 Minutes

Report from the President: Senator Glasser
Report from the Executive Committee Chair: Senator Siegel
Report from the Faculty Regent: Senator Schlomann
Report from the COSFL Representative: Senator Smith
Report from the Provost: Senator Chapman
Report from the Student Government Association: Lance Melching
Report from the Standing Committees:
        Budget Committee: Senator Eakin, Chair
        Rules Committee: Senator Johnson, Chair
        Rights and Responsibilities Committee: Senator Kristofik, Chair
        Elections Committee: Senator DeBolt, Chair
        Committee on Committees: Senator Vance, Chair
        Welfare Committee: Senator Hubbard, Co-chair

<u>Unfinished Business:</u>
- Three Motions from the Rules Committee
    1. Approve revised internal procedures
    2. Motion on Convening the Senate (will need to go to the Faculty-At-Large, if approved)
    3. Motion on Determining Delegate Representation (will need to go to the Faculty-At-Large, if approved)

<u>New Business:</u>

- Report from Council on Academic Affairs
    1. Archaeology Minor – new
    2. Specialist in Education Educational Administration and Supervision – reactivate/new program

<u>For the Good of the Order:</u>

Strategies for Effectively and Meaningfully Recognizing Merit in an Environment Without Merit Pay

Adjournment

FACULTY SENATE MINUTES
December 6, 2004

The Faculty Senate of Eastern Kentucky University met on Monday, December 6, 2004, in the South Room of the Keen Johnson Building. Senator Siegel called the fourth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

K. Carmean*, J. Carnahan-Jarvis*, J. Chapman*, J. Glasser*, M. Dean*, L. DeBolt*, D. Discepoli, S. Fister, A. Gossage*, S. Hyndman, D. Jackson, R. James, B. Janeway, K. Johnson*, L. Kelley*, M. Marchant*, M. McNew, L. Patterson, M. Pierce, G. Smith, S. Wilson, and G. Wolf.

*Indicates prior notification to the Senate Secretary.

Visitors to the Senate: Robert J. Bell, Athletics; Jim Conneely, Student Affairs; Jim Fisher, Business & Technology; Tracy Haney, *Eastern Progress*; Linda Kenley, Bookstore; Lance Melching, SGA; Kyle Moon, SGA; Hayden Shawler, Bookstore; Elizabeth Wachtel, Academic Affairs; and Marc Whitt, Public Relations and Marketing.

ANNOUNCEMENTS:
Senator Siegel expressed her thanks and appreciation to Senator Glasser for the cookies for today's meeting. Senator Glasser sent her apology to the Senate for missing the meeting. She is in Atlanta leading the University delegation to the SACS meeting.

APPROVAL OF MINUTES:
The November 1, 2004 minutes were approved as written.

Senator Collins moved to include a short discussion of the "For the Good of the Order" in future minutes. The majority of the Senate were in agreement and the motion carried.

EXECUTIVE COMMITTEE REPORT: Senator Siegel
The Executive Committee met on November 22 and will next meet on December 13.

Jim Conneely was in attendance to give an update on the bookstore and spring textbook orders. He also reported on the anticipated reopening of the Faculty Club in Keen Johnson.

Senator Chapman discussed the free speech issue and identified two free speech areas on campus: the west side of the Meditation Chapel next to the Powell Building and the Ravine. Plans are being developed for a campus-wide discussion on free speech in the near future.

The Ad Hoc Committee on a Senate Vice Chair will report its recommendations at the next Executive Committee meeting.

The Executive Committee should be reviewing reports from several committees at the January meeting. Those committees include: Rights & Responsibilities (P & T issue), Budget (Summer School Salaries), Elections (Restructuring the May Senate Elections), and Welfare (Tenure Clock).

The General Education and Intellectual Property Policy motions passed by the Senate in November have been transmitted to the President and will be on the Board of Regent's agenda in January.

The Provost and the President have initiated a review of the University's committee structure. The ultimate goal is to create a database of all committees, along with their missions and an active member's list. This information will be used to streamline University committees and ensure that faculty participation is more evenly distributed. Senator Siegel expressed her thanks to Senator Vance for compiling the Senate committees' information for this review.

The University Calendar Task Force has made recommendations for the fall and spring schedules for the next five years. Each semester will be consistent in length. A fall break is figured into the schedule, however, it will be scheduled so that Monday and Tuesday classes will not be penalized.

EKU's slogan has been expanded and now states "EKU Where Students and Learning Come First." President Glasser expanded the slogan to firmly acknowledge the strong commitment to EKU faculty, to students and learning.

The Faculty Welfare Committee has received a charge to consider a mentoring program for new faculty based on the model developed in the College of Arts and Sciences.

An initiative is underway to make all EKU Web pages compliant with W3C and ADA standards so that students with disabilities can access University pages, particularly for online classes.

An academic advising survey has been developed and will be administered via Banner when students review their fall grades. Faculty input was solicited for the development of the survey.

COSFL REPORT: Carolyn Siegel reported for Gil Smith
COSFL met on Saturday, December 4, 2004.

Tom Layzell, CPE President, presented a comprehensive report on House Bill I. Data compiled by CPE shows that demographic trends for the eastern part of the state look grim and could be considered a disadvantage by the year 2020.

COSFL will meet next in either late January or early February after the legislature finishes.

REPORT FROM STUDENT GOVERNMENT: Lance Melching
The Colonel Spirit Challenge during the fall season was very successful.

The President's Ball will be on Friday, February 25 in Keen Johnson.

There will be a forum on the temporarily suspended window posting policy on Wednesday, January 19 from 3:00 p.m. - 5:00 p.m. in Keen Johnson.

STANDING COMMITTEE REPORTS:

Rules Committee. Senator Yoder reported that the committee met before Thanksgiving and continued work on updating the Senate Rules.

Rights & Responsibilities Committee. Senator Kristofik reported that the committee continues to work on the Promotion and Tenure recommendations. The committee has contacted the Provost, deans, chairs, and faculty members for their comments on the overall report. Next they plan to isolate key concerns and get faculty input on those.

Faculty Welfare Committee. Senator Hubbard reported that the committee continues to work on the academic coordinators survey and the tenure clock issue. The committee has also received a new charge to consider a mentoring program for junior faculty.

UNFINISHED BUSINESS:
Rules Committee Motions. Senator Siegel announced that the three rules committee motions will be postponed until the January 10, 2005 meeting.

NEW BUSINESS:

Council on Academic Affairs. Senator Taylor seconded approval of the motion listed below. The motion carried.
> 1. Minor in Dance Certification (Teaching) – new program

Report on the Bookstore. Jim Conneely was in attendance to give an update on the bookstore and the status of spring textbook orders. About 94% of spring textbook adoptions have been received and entered into the system and confirmations have been sent to the departments.

Buy back of used textbooks and the number of used textbooks available for students has increased.

The bookstore staff met with 27 departments to discuss any concerns as a way to alleviate problems. The bookstore staff personally met with those departments that experienced problems with the fall textbook orders.

An online book ordering system has been created for students and is accessible through EKU Direct. Students who pay for their books online have the option of having the books mailed to their home, residence hall, or they may pick them up at the bookstore. For those students that have prepaid and preordered textbooks, there will be four days before classes start that books may be picked up in the Powell Building. This is another avenue to help shorten lines at the bookstore during the beginning of the semester.

The faculty hotline will become operational one week prior to the start of classes and will continue two weeks after classes start. The hotline number is 622-1272.

Report on United Way. Jim Fisher was in attendance to report on the United Way Campaign. As of December 3, a sum of 147 donations has been received with an overall total of $16,579. Mr. Fisher encouraged everyone to contribute to the United Way Campaign.

FOR THE GOOD OF THE ORDER:

The topic of discussion this week was "Beyond EKUToday: Strategies to Improve Intra-University Communication and Information Dissemination".

It was the consensus of the Senate that upper administration should communicate directly with the faculty on a regular basis. Some suggestions on ways to accomplish this included:

1.   The Senate chair (and perhaps the President and the Provost) might try being available one hour prior to Senate meetings to openly discuss any concerns from senators and non-senators.
2.   College online newsletters
3.   President or Provost online academic newsletter
4.   Informal coffee chats with selected topics for discussion. The re-opening of the Faculty Club was mentioned.
5.   Evening social functions to encourage faculty to intermingle
6.   A better index system on EKU's web site to allow for better use of materials currently available online.

ADJOURNMENT:

Senator Ault moved to adjourn at approximately 5:00 p.m.

Faculty Senate

Internal Procedures

Table of Contents

Respectfully submitted by the Senate Committee on Rules:

Keith Johnson, Chair
Melissa Dieckmann
Nancy McKenney
Jane Rainey
Margaret Yoder

November, 2004

SENATE CHAIR

***During the** May **Organizational** Meeting of the New Senate*

By tradition, the new Chair may preside over the following Organizational Meeting of the Senate.

Elections will be held to fill all vacancies in the Standing Senate Committees.

Nominations and elections of the COSFL representative and two alternates for COSFL are also required. ~~Also two alternates for COSFL need to be elected~~. These nominations must be made from members of the Faculty Senate. (There are three other COSFL representatives from Eastern Kentucky University; the Senate Chair, the Faculty Regent, and the AAUP President.)

After the May Senate Meetings

~~Give a copy~~ ~~of this booklet to~~:

The new Chair should remind the new COSFL representatives to meet with the former COSFL representatives to determine how names are added to the COSFL Listserv.

The new Chair should notify each of the following that they can find a copy of the Senate's Internal Procedures on the Senate's website and copy the procedures as necessary for members of their committees.

        (1) ~~the~~ Conveners of all ~~the~~ Senate Committees.
        (2) All new members of the Executive Committee.
   (3) new COSFL representatives. (Notify them of the link to the COSFL website on the Senate website.)
        ~~(4) enough extra copies to the convener of the Committee on Elections for~~
        ~~all new members.~~
        ~~(5) enough extra copies to the convener of the Committee on Committees for~~
        ~~all new members.~~
   (6~~4~~) The new Senate Chair.

~~Almost immediately~~

The President's office ~~will~~ should call and ~~will~~ invite you, as the new Senate Chair, to carry the Mace at May Graduation.

Work with the outgoing Chair of the Committee on Elections and the Secretary of the Senate to prepare an updated copy of the membership.

Other committees on which you are an *ex officio* member:
Senate Executive Committee (chair)
Senate Committee on the Budget
University Handbook Committee
Faculty Liaison (non-voting) to the Honors Committee of the Board of Regents
Arlington Board of Directors, if member (otherwise appointed)
Council on Academic Affairs
~~Institutional Planning Committee~~
Direct Reports Group
University Budget Committee
Provost Council
University Strategic Planning Committee

During the Summer

The outgoing Chair ~~will~~ should have prepared a listing of dates of the Senate and Executive Committee meetings for the upcoming year. If this has not been done, ~~you~~ the new Senate Chair will have to prepare a list. In either case, ~~you~~ the new Senate Chair will need to decide where the Executive Committee will meet. Circulate a copy of all dates and places to the members of the Executive Committee. ~~Also send the list to the E-mail Editor, Division of Public Relations and Marketing, Jones Room 308 CPO 7A. Attach~~ Request that the Senate Secretary post dates on the Senate website and attach a copy to the September Agenda.

~~Either the Chair of the Elections Committee or~~ The Senate ~~Chair~~ Secretary ~~must~~ will make an updated ~~clean~~ copy of the membership, and in early August ~~send~~ email it to each of the ~~nine~~ academic deans for the verification of the names of any Senators who will ~~NOT~~ *not* be serving in the Fall semester. Each of the departments involved should ~~needs to make sure they~~ elect a replacement ASAP during the Fall semester and submit the name to the Senate Chair; these changes should be forwarded to the Secretary as soon as they are known. When the amended roster is completed make sure it clearly indicates if replacements are temporary or permanent. If they are permanent, just replace their name. Have as complete a copy as possible ready to go with the September Agenda and posted on the Senate website.

If any Senate Committee members have been replaced there will have to be an election at the September meeting to fill the open position on the committee. ~~Write a letter to~~ Contact all Senators so informing them and asking for ~~names~~ nominations of people who are able to serve. Send ~~this~~ notice of elections with the Agenda materials if pressed for time. The nominations can be placed on the Senate Agenda as unfinished business. Note, however, that when a one-semester committee vacancy occurs, such as in the case of a Senator's sabbatical, the person replacing the Senator for the semester on the Senate shall fill the Senator's position on the committee.

Contact the President and Provost to schedule dates and times for meetings; begin meeting regularly with both the President and Provost.

~~Charge duplicating costs to the Senate's budget (Account # 2-19049).~~ The Senate Secretary will ~~mail this out. Include~~ distribute the list of Senators and Senate committee members with the Agenda material for the September meeting.

~~You~~ The Chair will need to appoint someone to serve as Parliamentarian.

The Chair and the Executive Committee are responsible for an Administrative Review of the President during the second and fourth year of service and every four years thereafter. The Chair needs to be aware of whether the coming year is one of the above mentioned years for a review.

Before each Executive Committee Meeting

~~Call the chairs~~ ~~of the~~ The liaisons to the Senate standing committees, the Faculty Regent, and the COSFL representatives ~~and see~~ should notify the Chair of any impending ~~if there are going to be any committee~~ reports. ~~Also call the Faculty Regent and the COSFL representative(s) and see if they have a report.~~

Prepare background materials and invite faculty particularly interested and knowledgeable to share information related to topics being considered for upcoming Senate meetings.

After each Executive Committee Meeting

~~Prepare the Agenda for the next Senate meeting and begin meeting with the President on a monthly basis. Pass the agenda to the Secretary for distribution. The agenda should be either typed or on diskette.~~

~~There are three mailings related to each Senate meeting: 1) The agenda, along with any documentation such as the roster that should go to all faculty is sent out. This should be to duplicating at least ten days before the Senate meeting, or even earlier if possible. This is always a rush job!~~

~~2) Any material to go just to the Senators, along with whatever may be provided by the Vice President for Academic Affairs can be sent out a few days later. The Secretary takes care of circulating the Agenda materials, so get a copy of everything not provided by the Vice President to the Secretary as soon as possible after the Executive Committee meeting.~~

~~3) The third mailing is the Minutes, which are to be distributed as soon as possible but no later than one week prior to the next regular meeting. This is the Secretary's responsibility, but you should review, and if necessary revise them, before they are distributed.~~

Working with the Senate Secretary, the Chair prepares the agenda for the next Senate meeting and continues meeting regularly with the President.

The Senate Secretary will distribute an email to each Senator prior to the next Senate meeting which will contain a link to the agenda and all pertinent attachments; including the minutes of the previous meeting, any information from the Provost's office, etc.

Any material intended for distribution to all faculty must be posted on the Senate's website.

Before each Senate Meeting

~~Have a written copy of the Executive Committee report ready for the Secretary.~~
The Secretary provides a copy of notes from the Executive Committee meeting for the Chair. The chair prepares a report of the Executive Committee to be delivered at the next Senate meeting with a hard copy to be given to the Secretary.

After each Senate Meeting

Following the Senate meeting, the Chair will send any approved policy or action via a memo to the President and Provost.~~, and Associate Vice President for Academic Affairs.~~ Also send a memo to the President in June if any action(s) passed by the Senate during the recently completed Senate year requires a vote of the faculty-at-large at the August convocation. If documents were ~~sent out~~ included with the Agenda or the Agenda materials, they will not normally be attached to the Minutes. If ~~you~~ the Chair specifically want~~s~~ something ~~attached to~~ included with the Minutes ~~(usually this will be something from the Agenda materials that you think all faculty should receive)~~, notify the Secretary.

During the August Executive Committee Meeting

The Chair appoints an Executive Committee member to act as a liaison to each of the Standing Senate Committees and Senate Ad Hoc Committees. The chair serves as the liaison to the Senate Budget Committee.

Before the September Executive Committee Meeting

The Senate Secretary should check the list of Senators who have been replaced since May and see if any of the outgoing Senators were on Senate Committees. If a newly elected Senator is replacing an elected committee member, schedule a new election (either temporary or permanent) for the September meeting and ~~get~~ include it on the Agenda (see above). If committee members are appointed, have their names ready to announce at the September meeting.

Make up a membership list for each of the committees, have the Senate Secretary post it on the Senate website and circulate it with the Agenda. If any committee chairs have been elected, indicate who they are on the membership list.

~~Make sure you,~~ The Chair should ensure that the Committee on Elections and the Secretary agree on the current membership roster.

~~Circulate this list with the most current roster (they may be combined into one document) with the Agenda.~~

The chair and Secretary should work together to ensure the roster is kept current and accurate; and that the roster is posted on the Senate Website.

~~During the September Senate Meeting~~

~~Make the first announcement requesting nominations for Honorary Degrees for May and August. Since the Honors Committee of the Board of Regents (remember the Senate Chair is a member of the committee) meets in early January, these names are due to them earlier than most faculty would expect.~~

After the September Senate Meeting

Ask the Senate Secretary for a list of the names of Senators who were absent and had not previously notified either ~~you~~ the Chair or the Secretary of their intended absence. ~~Either you~~ The Senate Chair or the Chair of the Committee on Elections ~~(if one has been elected)~~ need to check to see if any need to be replaced, either permanently or for the semester. This should be done immediately in case the department needs to complete an election prior to the October meeting. Make sure the Secretary is kept apprised of the names of any new or retiring members.

~~Write a letter to all faculty requesting they submit names of people, particularly educators, to be considered for Honorary Degrees. Printing Services will distribute it.~~

Before the November Senate Meeting

Ask the Chair of the Committee on Elections to request that Senators who are unable to serve during the Spring semester notify the Committee on Elections ASAP. ~~Have~~ The Committee must ensure that ~~make sure~~ replacements are elected before the ~~February~~ January meeting ~~(assuming there is not a January meeting)~~. If any of the Senators are on Senate Committees, schedule an election or appointment during the first Spring meeting to find either a temporary or permanent replacement. If a Senator is unable to serve for one semester due to sabbatical or other reasons and that Senator is serving on a Committee, the person replacing the Senator shall fill the Senator's position on the Committee. The Senate Chair should forward the names of replacement Senators to the Secretary as soon as they have been received.

In ~~*January*~~ *December*

Contact the Secretary to discuss and confirm your respective responsibilities. ~~Send the Secretary a copy of this booklet.~~ (This may not be necessary if the present Secretary is continuing in the position.)

In January

~~Write a letter~~ The Chair sends an email to the Committee on Committees and reminds them to begin circulating questionnaires ~~about~~ requesting faculty to ~~serve on~~ self-nominate for University and appropriate Senate Committees for the next academic year.

Before the February Executive Committee Meeting

If any Senators ~~are~~ have not return~~ed~~ing for the Spring semester, ~~see if~~ determine whether they are on any Senate Committees. If so, there will have to be a ~~(~~temporary or permanent~~)~~ replacement, either by appointment or by an election at the February Senate meeting. In the latter case, ~~put~~ include the upcoming election on the February Agenda. See "Before November Senate Meeting" regarding one semester replacements.

~~If any elections are necessary they need to be on the February Agenda., and you may wish to include a short form asking for the names of Senators who would be willing to serve.~~

At the February Senate Meeting

Remind the Senators that the Senate Chair is elected from all members who have previously served on the Senate. This ~~that~~ includes new members who are not currently serving but who have served in prior years. If an election is to be held for a new Senator, ~~it would be wise to have it~~ it should be done before the March meeting of the Executive Committee, so ~~they~~ he/she can be included in a list of possible persons to be nominated with the April Agenda.

Remind the Senators that any elections for new Senators should be done before the March Executive Committee so that the names of those eligible for Chair can be circulated. This includes Senators whose terms have expired and any who know they will need a permanent replacement for the next year.

At the March Senate Meeting

Remind the Senators that ~~the April agenda materials will include a request for Senators to list Senate committee(s) on which they would be willing to serve for the following year. Remind them that this is not a nomination and that nominations will not be restricted to this list; if, however they have a particular interest in one or more committees, this would be a good opportunity to indicate their committee preferences~~. nominations will be taken for Senate Chair at the April meeting.

Ask any continuing Senators currently serving on a Committee ~~who either suspects or knows definitely that he/she~~ to notify the Chair if they will not be able to serve in the Fall semester ~~to notify the Chair ASAP~~ without delay.

In early April

~~Most likely, either the Department of Mass Communications or the Cooperative Education Office will send you a letter asking for the dates of the Senate and Executive Committee meetings for the next year so that they can be put on the Co-Op Calendar.~~ ~~Get~~ Obtain a copy of the official University Calendar for the next year from the Provost's Office and set the Senate meeting for the first Monday in each month (September through ~~December and February through~~ May) in which the University is in session. Schedule the Executive Committee meetings as near as possible to two weeks before the Senate meetings. Send ~~a letter~~ an email listing these dates to ~~the Co-Op office~~ the President, all returning members of the Executive Committee, and the Provost. ~~Associate Vice President for Academic Affairs.~~ The Provost's office will need to add the Senate meeting dates to the University Calendar. Attach a copy to the May Agenda of the <u>new</u> Senate. Send a copy to the new Senate Chair immediately after the May election.

Before Sending out the Agenda Materials for the April Meeting

~~Make up~~ The Senate Secretary and Chair should compile a list of all new senators who have previously served on the Senate and include it in the Agenda materials. These people, as well as any returning Senators, are eligible ~~for~~ to be elected as Senate chair. ~~Advise the President about the new roster of Senators.~~

Check with the Committee on Elections and determine which Senate committees will have openings in the Fall. Add any additional positions from Senators who have told you they cannot serve. ~~Check again with any Senators who told you~~ Check to see if any Senators informed the Senate Secretary they may not be able to serve. Send out a list of all definite and possible committee openings along with a request for the names of Senators who would be willing to serve as replacements.

Before the May Executive Committee Meeting

~~Remember that every three years, a faculty representative to the Institutional Planning Committee is elected by the Senate. This need not be a member of the Senate, but it must be a member of the full time teaching faculty. Put this on the May Agenda and remind the Senators to be ready to nominate eligible candidates.~~

~~Get together~~ The Senate Secretary should compile a list of returning members on all ~~of the~~ Senate Committees, and ~~be ready~~ the Chair should prepare to appoint one of them as a convener for the next year. If a committee has no returning members, ~~remind yourself that you~~ the Chair will ~~have~~ need to choose a convener as soon as the election has been held.

~~Call the Provost about possible nominees for Senate Secretary for the next calendar year.~~

The Senate Secretary should circulate with the May agenda a list of all positions to be filled by election at the May meeting of the New Senate ~~(don't forget the Secretary!)~~. Include the nominees for new Senate Chair.

~~Attach~~ Include a list of the new Senate membership ~~to~~ with the May Agenda of the new Senate.

Before the May Senate Meeting

~~Get~~ Compile a list of all Senators whose terms are expiring or who will not return the next year for any other reason. Request that the Secretary print Senate Appreciation ~~the~~ Certificates ~~filled in~~ for ~~all of~~ them. These need to be signed by the Chair and the President before the May Senate meeting.

During the May Senate Meeting

Give out the Senate Appreciation Certificates.

Elect the new Chair of the Faculty Senate.

At the conclusion of this meeting the outgoing Chair will provide the new Chair with the list of elections necessary to be completed during the Organizational Meeting which will convene immediately after the regular meeting.
~~After the new Senate Chair is elected, ask that person if he or she wishes to begin immediately. Although it is unlikely, if the new Chair accepts your offer, provide your list of elections necessary to be completed before the Senate adjourns.~~

ALL SENATE COMMITTEES

Election of a Chair

The convener should call the Committee into session as soon as possible, and certainly before the September meeting. As soon as the Committee Chair is elected he or she should inform the Senate Chair and the Senate Secretary.

Before each Executive Committee meeting

The Committee Chair should notify the Senate Chair and Executive Committee liaison on whether there will be a Committee report.

Circulating material to the Senate

If the Committee wishes to have any material circulated either with the Agenda (which goes to all faculty) or the Agenda materials (which go to Senators only) this material must be given to a member of the Executive Committee liaison prior to the Executive Committee meeting. If the Committee specifically wants the material to go either with the Agenda or the Agenda materials they must so inform the Executive Committee, prior to the Executive Committee meeting, in writing.

Any motions [see below] must be listed on the Agenda and circulated prior to the Senate meeting if they are to be acted upon at the Senate meeting. Motions to be considered at a future meeting may be circulated by having a committee member arrive at least fifteen minutes early to a Senate meeting and put one copy at each place with several extras to the Senate Secretary. This will take about 80 copies.

Giving Committee reports

Committee reports should be given whenever the committee has taken any actions since the previous Senate meeting. A written report should be submitted to the Senate Secretary. This includes meetings to discuss something even if no conclusions have been reached. They should be on the Agenda, but if something suddenly happens, simply tell the Senate Chair prior to the meeting. If Senate action is required immediately and the necessary information has not been circulated, the committee will first have to ask for a suspension of the rules (requiring a two-thirds vote) in order to have any motion acted upon. Such an action should be used only in the case of an emergency.

When making a motion for Senate Action
Be extremely specific in the motion made. Is it a motion that the Senate make a direct recommendation to the President regarding a specific action? A motion that the Senate adopt a resolution? A motion that a problem be considered by another Senate committee? If so, when are they to report back to the Senate? A motion that a University Committee consider a question? Do you want a response from the committee?

Write the motion itself so it is as short and explicit as possible, and keep the justification separate.

The motion should follow the form below.

* *

To: Faculty Senate
From: The Committee on XXXXX
Date: XXXXX

The Committee on XXXXX requests that the Faculty Senate adopt the following motion at its meeting on XXXXX.

MOTION:

> A nice, short, explicit statement of
> what is to be passed by the Senate.

JUSTIFICATION OF THE MOTION:

As long as necessary.

COMMITTEE ON COMMITTEES

In January, obtain from the office of the President the updated membership of the committees on the University Standing Committees List sent out by the President in August. Circulate this list to all academic deans and ask them to inform you of any members listed for the following year who will not be available. Ask them to indicate whether there needs to be a temporary replacement or a permanent one.

In February the Committee seeks self nominations from all faculty to serve on the various University Standing Committees. The forms for self nomination ~~may be taken to Printing Services and, if you so indicate on the bottom of the printing request, Printing Services will see to it that the letter is~~ should be circulated to all faculty. ~~If you wish you can ask the Post Office for a Box number where the responses can be returned. Simply put the Box number on the letter.~~ The forms must be returned to members of the committee no later than March 15th.

In late March have a meeting to select your nominees for people to serve on the Standing University Committees. By April 1 the Committee will send at least two nominees for each committee opening to the Chair of Faculty Senate, who will give it to the President.

Remaining names are filed in case there is an opening during the upcoming year. You may be asked for nominees for replacements for any of these committees by either the President or the Chair of the Senate.

* *

Some of the Standing University Committees have appointed chairs, co-chairs and/or "continuing members." There is no recommendation from the Committee on Committees for these people, but only for the persons serving rotating three year terms. A brief summary of how the slate for these is to be selected is given below.

In the event that a particular college must have a new representative on a committee the slate you submit should have <u>two</u> names of people from that college. You will have to check the membership list to determine which college(s) need new representation. ~~In the case where you simply don't have~~ When there are not two volunteers from that college~~, probably the best thing to do is call~~ contact the dean of the college and ask for suggestions.

Membership on Standing Committees

Faculty are limited to serving on a maximum of two University standing committees during the academic year. The Committee on Committees is responsible for determining if a faculty member is likely to be chosen to serve on more than two such committees and take appropriate action, such as noting this on the nomination list.

Committee:	Nominations each year:
~~Parking Appeals~~	~~Two needed. The appointments are for one year.~~
General Education	Six. All ~~nine~~ colleges are to be represented; try to get two nominations from each college which needs a new member.

Graduate Council	Eight. All members must be associate or full members of the Graduate Faculty. All colleges must have a representative.
Improvement of Instruction ~~Nominations~~	Six. It is best to try and get a representative from each college, although this is not required.
~~Professional Growth & Faculty Welfare~~	~~Eight. It is best to try and get a representative from each college, although this is not required.~~
Media Resources	Eight. Cover all ~~nine~~ colleges, although some will have two members. Try to get two nominations from each college which needs a new member.
International Education	Six. The major criteria is previous work with international students. Try to spread it out among the colleges after this is met.
Library	Eight. It is best to try and get a representative from each college, although this is not required.
Research	Eight. It is best to try and get a representative from each college, although this is not required.
Teacher Education	Fourteen. The nominees should be involved in the teacher education program for their college. Some pre-college teaching experience is desirable. Half the membership must be from EDU, including Model. After all these criteria have been met, try to spread the membership among the colleges which offer teaching degrees (exclude ~~AHN~~ CHS ~~&~~ and ~~LEN~~ J&S)
Faculty Club Board	Six. It is best to try and get a representative from each college, although this is not required.

COMMITTEE ON ELECTIONS

FACULTY SENATE ELECTIONS:

INSTRUCTIONS FOR THE SENATE ELECTIONS COMMITTEE CHAIR

BEFORE THE FIRST MEETING OF THE SENATE

Meet with the Elections Committee to work out a system for counting standing votes. Remind the members that standing votes are not counted unless a count is ordered by the Chair ~~(likely to happen)~~ or unless a motion is made and adopted to order a counted standing vote ~~(unlikely to happen)~~.

Assign each committee member a certain segment of the Senate to count. It might be well to give each member a copy of the seating chart with his/her segment highlighted. Remind each member to have a system for adding in his/her own vote.

Instruct each committee member to report the total of the affirmative and negative vote number to you on a slip of paper. You add the numbers and report them to the Chair.
The Chair repeats the affirmative total and then the negative total and announces the result.

After the initial meeting, send a memo to the Chair explaining the system that you have devised and reminding the Chair to let you know when a count is desired. ~~It makes sense for the Chair to look at the affirmative vote and ask for a vote if, on the basis of appearance, it looks as if the results may be close enough to require a count. Members don't like to stand once; they *certainly* don't like to stand twice: they will appreciate if a vote is taken, when needed, on the first standing.~~

BEFORE THE MAY MEETING OF THE SENATE

Prepare the Election Materials
Prepare a printed ballot for the Chair's election. The nominations will have been made at the April meeting. Enter the names of the nominees on the ballot in alphabetical order. Remember to enter a blank space for write-in votes. Use a distinctive color for the ballot for the Chair's election.

Prepare printed ballots for the committee elections. A voice vote is taken whenever there are the same number of nominees as vacancies on the committee. For this reason it is inadvisable to make committee-specific ballots. A generic committee ballot would have two blanks (one for the name of the committee, one for the number of votes permitted) in addition to several blanks for nominees names. ~~(See sample.)~~ If several generic ballots are made in different colors, a ballot cannot be held back from one committee election so that two may be submitted for a subsequent election.

Prepare a Tellers' Report for the Chair's election and several Tellers' Reports for the Committee Elections.

Prepare two Tally Sheets for the Chair's election and several tally Sheets for the Committee Elections.

Label a large clasp envelope FACULTY SENATE ELECTION, MAY (year).

Meet with the Chair

Remind the Senate Chair to instruct the Elections Committee to distribute the ballots, to instruct the members in how to fill out and fold the ballots, AND to direct the members that they are NOT to pass their ballots to the end of the row but to hold the ballots until they are hand collected by a member of the Elections Committee.

AT THE MAY MEETING OF THE SENATE

Distribute and Collect the Ballots

Hand each member a ballot individually. The simplest way would probably be to have each member of your committee submit ballots to and collect ballots from each Senator in the segment that he/she normally counts when a standing vote is counted.

If a member spoils a ballot, take the ballot, tear it up and give the member a replacement.

~~Retire to another room to count the ballots and fill out the Tellers Report.~~

Collect each ballot individually.

Count the Ballots

Retire to another room to count the ballots and fill out the Tellers Report. Assign two of your committee members to read the ballots and two to keep the tally sheets.

Use the following system:

Count the total of number of ballots submitted. Blank ballots are abstentions and are NOT counted. Illegal ballots ARE counted but then they are laid aside. No illegal ballot is credited to any candidate or choice. A ballot is illegal if:

(1) it was submitted by someone not entitled to vote;

(2) it is illegible (misspelling doesn't make a ballot illegal if it's possible to tell which candidate was intended);

(3) the member voted for too many candidates; or
(4) two or more ballots are folded together (counts as ONE illegal vote).

The results of legal ballots are tallied. Teller One reads each ballot aloud and passes it to Teller Two, who reads the ballot silently for confirmation.

Tellers Three and Four record the ballot results on individual Tally Sheets, using four vertical strokes crossed by one diagonal stroke. Teller Three calls out "Tally" after each diagonal stroke so that Teller Four can call attention to any discrepancy.

Fill out the Tellers' Report

Record the number of ballots cast, counting illegal ballots but not blank ballots. Figure the number needed for election—over half of the number of ballots cast. Record the number of votes for each candidate. List the illegal ballots giving an explanation for each, e.g., "one illegal vote, illegible" and "two illegal ballots, voter voted for too many candidates," etc.

Report the Vote

Return to the meeting room and ~~indicate to the Chair that the Tellers Committee is ready to report.~~

~~When called upon by the Chair to do so, read the report from "Number of ballots cast" through the list of illegal votes if any. Do NOT declare the results of the election. H~~ hand the Tellers Report to the Chair, who will read the report ~~again~~ and declare the winner or winners.

Be prepared to re-ballot if the results are inconclusive. No nominee is eliminated from ballots after the first one UNLESS the nominee asks that his/her name be withdrawn.

Give the Election Materials to the Senate Secretary

Seal all election materials (ballots, tally sheets, tellers' reports) in the envelope marked FACULTY SENATE ELECTIONS, MAY (year) and give them to the Senate Secretary. The materials should be held until there is no possibility of a challenge of the election results. The conventional period for election materials to be retained is ~~30 days~~ five months.

THANK YOUR COMMITTEE MEMBERS AND CONGRATULATE YOURSELF.

IN MAKING SURE THAT THE ELECTIONS WERE FAIR AND EFFICIENT, YOU PERFORMED AN 1NVALUABLE SERVICE TO THE SENATE.

COMMITTEE ON ELECTIONS

General Information

The convener should call the Committee into session in order to elect the Committee Chair for the next year. There are some things that should be done over the summer. Read this chapter as well as the "Committee on Committees" chapter in this book.

During the summer

Early in the summer, the Committee Chair, the Senate Chair and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. Circulate a copy to all the academic deans prior to the end of Summer School with a request that the deans identify any names of people on the roster who will not be available to serve during the Fall semester. It is a good idea at this time to also ask them to identify anyone who they know will be unable to serve during the Spring semester. In each case, it will be necessary to determine if the replacement is to be temporary or permanent.

A letter must be sent to all the departments who need a replacement for Fall reminding them to hold an election as soon as possible. You may have to remind them about two weeks into the semester.

Ten days before the September Senate meeting

A copy of the current membership list should be given to the Senate Secretary to be posted on the Senate Website ~~circulated with the Agenda for the September meeting~~. If there are permanent replacements, simply include them into the list. Temporary replacements should be indicated with an asterisk giving their term of office and the Senator they are replacing.

Before each Senate meeting

Check the Agenda to see if there will be any elections at the Senate meeting. If so, the Committee on Elections will be asked to handle the balloting. Bring small blank sheets of paper to be used as ballots with you.

At the September meeting

When you give the committee report announcing all new and temporary Senators identified since the May meeting, ask the Senators present to let you know immediately after that meeting of any discrepancies in the circulated roster. Also ask that any Senator who will need to have a replacement for spring semester to let you know ASAP.

After the September Senate meeting

The Committee Chair , the Senate Chair or the Senate Secretary should check on all members of the Senate who did not attend the meeting and who did not send in prior notification. The Committee Chair should to determine if they are those senators will be able to serve for the year.

Contact all departments who need a replacement, and have them hold an election ASAP. If necessary, compile a new roster and circulate it with the October Agenda materials and ask the Senate Secretary to post it on the Senate website.

At the December Senate meeting

Ask again if there are any replacements needed for Spring semester.

During January

Write a letter to Contact the dean of each college and ask what the total number of faculty in each department in his college will be for the next year. The number of representatives per department is:

Number of Faculty	Number of Senators
0-4	none; must combine with another department in the same college
5 to 19	1
20-29	2
30-39	3
40-49	4
etc.	

In general, I If a department has lost faculty a Senator will not be removed; the adjustment will be made when the term is over for a Senator from that department instead, when the term is over for a senator from that department, no new senator will be elected. However, I If a department has gained faculty to the point so that it needs a new representative, that is handled immediately inform the department that they need to hold an election for an additional Senator.

IF A DEPARTMENT HAS FALLEN BELOW FIVE FACULTY INFORM THE DEAN OF THE COLLEGE IMMEDIATELY, EVEN IF NOTHING IS TO CHANGE FOR THE NEXT YEAR. It is the dean's primary responsibility to decide how to combine the department with another one in the college.

IF A DEPARTMENT, CURRENTLY COMBINED WITH ANOTHER DEPARTMENT, GROWS TO FIVE OR MORE inform the dean of the college immediately.

In both these cases, as soon as the dean tells you how the situation is to be handled, write a letter send an email to the department chair (copy to the dean) explaining which elections are, or are not, to be held.

Before the January Executive Committee meeting

Verify that the current membership listed on the Senate's Website is correct.

An amended membership roster will undoubtedly be necessary. This will be circulated with the Agenda if it is not correct. Ask the Senate Secretary to update the membership roster posted on the Senate website.

At the first meeting of the year

Get together with the Senate Chair. Either the Elections Committee or the Senate Chair will need to remind the Senators that any member of the next Senate who has previously served on the Senate is eligible for Senate Chair, so it is in the best interest of each department to elect its new representatives prior to the March Executive Committee meeting. Even if the Senate Chair is going to emphasize this, you will still need to inform the Senators that the letters requesting the names of next year's Senate will be mailed soon.

Immediately after the ~~February~~ January Senate meeting

~~Write a letter to~~ Contact all departments not previously contacted in which there is to be an election and inform them of how many new Senators are to be elected for the next year. Explain any change, whether addition or deletion, in the number of Senators needed from that department.

Immediately after the March Senate meeting

~~Call~~ Contact any departments which have not yet given you the names of new Senators and remind them to submit the names.

Before the March Executive Committee meeting

Send the Senate Chair and Secretary a list of all newly elected Senators. Subdivide this to show:

(1) All new Senators who are replacing themselves;

(2) All new Senators who are not replacing themselves, but who have previously served on the Senate; and

(3) The new Senators who have never served previously.

At the April Senate meeting

Include ~~I~~in your report ~~list~~ the names of the new Senators. Announce the names of the departments which have not completed the process.

Immediately after the April Senate meeting

~~Write a letter~~ Send an email to the departments which have not yet elected Senators for the next year and ~~Send a~~ copy ~~of~~ this ~~letter~~ email to the dean of their college.

Forward any additional names of Senators to the Senate Chair and Secretary upon their receipt.

At the May Senate meeting

Include ~~I~~in your report, ~~list~~ any names of new Senators that were not listed in April. Forward a complete copy of the membership roster to the new Senate Chair and the Senate Secretary.

Faculty Regent Election

Once every three years, the Committee on Elections must oversee the election of a new Faculty Regent.

If a member of the Committee on Elections is a candidate for Faculty Regent, that member may not participate in any of the functions of the Committee on Elections during the entire process.

November Executive Committee meeting

Have a copy of the Criteria and Procedures and a sample nomination ~~ballot~~ petition (see ~~below~~ page **) sent to the Executive Committee for inclusion with the December Senate Agenda. Request that the Senate sponsor ~~a~~ the Regent's Forums.

December Senate meeting

Announce that there is to be a Regent's election and reference the material that has been sent out.

December meeting of the Committee on Elections

Have a meeting at which you establish exact dates for the balloting ~~and counting the ballots (see deadlines below)~~. Set up several tentative times and dates for the Forum. It would be best to have several alternatives.

Draft a letter to all faculty giving them the following information: the exact times the petitions will be sent and when they are due back to the Committee on Elections; the date the first ballot will be held, ~~sent and when they will be back to the Committee on Elections;~~ and, assuming it is necessary, when the second ballot will be held. ~~sent and when it is due back to the Committee on Elections. List the names and mailing addresses of any members of the Committee to whom the petitions may be returned.~~ Explain that the voting will be done electronically via a link in an email sent to all eligible faculty. Ballots will then be tallied by the Office of Institutional Research with the results reported to the Elections Committee and the Chair of the Senate.

Immediately after this meeting

Reserve rooms for all the possible dates for the Forum. Two different periods on different class patterns are necessary, plus some additional times since you will have to adjust to the candidates' schedules.

Immediately at the start of spring semester

~~Take~~ Email your letter, a copy of the Criteria and Procedures and a sample petition to ~~Printing Services. Have Printing Services make enough copies for~~ all eligible faculty. ~~and staff and make a request at the bottom of the form that copies be delivered to all faculty. This can be charged to the Senate budget (Account # 2-19049)~~

Go to the ~~Personnel~~ Human Resources Office for help in getting a list of all faculty who are eligible to vote in the Regent's Election. ~~Then Administrative Information Services will print you two copies of mailing labels. Make sure you know how many people are on this list.~~

~~Go to the Post Office in Coates and get a Box number to which the ballots are to be returned.~~

January Executive Committee meeting

~~Get together with~~ Ask the Chair of the Senate ~~and ask that~~ to make an announcement be made that the Senate is sponsoring the Forum. The Senate Chair and Chair of the Elections Committee must decide who will be moderator.

By February 1

The petitions should be back to the Committee on Elections.

~~A request for two different sets of envelopes should be given to Printing Services. In the upper left corner, the outer larger envelopes should have the following:~~

~~Printed Name_____~~
~~Department_____~~
~~Signature_____~~

~~It should be addressed to:_____~~

~~Senate Committee on Elections~~
~~Coates Box xxx~~
~~8101~~
~~(The box number is the one given to you by the Post office.)~~

~~The second, smaller envelope should simply say:~~

~~BALLOT FOR FACULTY REGENT~~

~~This should be centered on the front of the envelope.~~

~~Order twice as many of these as there are eligible voters (plus some extras). Charge them to the Faculty Senate.~~

~~Prepare a cover letter to be included for distribution with the ballots. The letter should include the following information: it is a "vote for one" ballot; ballots will not be counted unless the outer envelope is filled in properly; and the date the ballots must be returned. Request that Printing Services fold these letters after they have been printed.~~

By the February Senate meeting

The Committee should have met, verified the signatures were from people eligible to vote and eliminated any that appeared on more than one petition. The Committee should compile a list of the candidates.

As soon as the candidates are known, call each of the people who submitted petitions and tell them whether or not they had sufficient signatures. For those who did, ask each about the times set up for the Forum. Eliminate any times that any one of the candidates cannot be present.

Determine the two ~~(if possible)~~ best times for the Forum to be scheduled. Call the Chair of the Senate and the Office of the President and provide the names of the candidates and the times of the Forum.

Prepare an announcement of ~~written request that~~ the scheduled times for the Forums and send an ~~appear in each~~ email to all faculty with this announcement. ~~until the time the last Forum is held. Send or e-mail this information to the E-Mail Editor, Division of Public Relations and Marketing, Jones Room 308 CPO 7A.~~

~~Collaborate with the Senate Chair and decide whether the Senate Chair or the Chair of the Elections Committee will have the responsibility of ensuring that another announcement is prepared and circulated to the faculty.~~

By February 20

The Forums should be completed and the Elections Committee should have drafted ~~received from Printing Services the first ballots and~~ the cover letter for the ballots.

Check with the Office of Institutional Research about creating the ballots and doing the tabulations of the vote.

~~Plain white envelopes (charge to the Faculty Senate Budget (Account # 2-19049)) should have been obtained and addressed with one set of labels obtained from Administrative Information Services.~~

~~Each of these envelopes should have been stuffed with one ballot, one of each of the inner and outer envelopes, and one copy of the cover letter.~~

The cover letter should be taken to the Office of Institutional Research and they will then send out the ballots with the cover letter to all eligible faculty.

~~These should be mailed.~~

By the March Senate meeting

The first ballots should be ~~returned, the signatures on the outer envelopes~~ tabulated by Institutiional Research and the eligible voting faculty verified. ~~, and the ballots counted.~~

Immediately after the votes have been counted inform the Chair of the Senate, ~~candidates,~~ the candidates ~~Chair of the Senate~~ and the Office of the President of the results. ~~You may then inform anyone you choose.~~ The results of the election should then be posted on the Senate website by the Senate Secretary.

At the Senate meeting give a complete account of the voting, including the number of votes received, the number that had to be discarded (and why), and the results.

It would be nice to try and arrange the dates so that this is relatively fresh information.

By March 10

The second ballot (which has ~~always~~ typically been necessary) should be emailed. You will again need a very brief cover letter with a link to the second ballot ~~itself and the two envelopes to send~~ emailed to all eligible faculty by the Office of Institutional Research. ~~Use your second set of mailing labels.~~

By March 25

The second ballots should be back and ~~counted~~ tabulated by Institutional Research.

Immediately after the votes have been counted inform the Chair of the Senate, ~~candidates~~, the candidates ~~Chair of the Senate~~ and the Office of the President of the results. ~~You may then inform anyone you choose~~. The results of the election should then be posted on the Senate website by the Senate Secretary.

At the April Senate meeting *(If a second ballot is needed)*
Give another report to the Senate. It is extremely unlikely this will be fresh information, since the new Regent has been seated since April 1.

If Faculty Regent Vacates Office During Term
If the Faculty Regent resigns or prematurely vacates the office, a new election should be held following the procedure described above but with a revised time line set by the Chair of the Senate.

CRITERIA AND PROCEDURES FOR FACULTY REGENT ELECTION

Term of Office
The Faculty Regent shall serve a three year term which begins on April 1 of the academic year in which the election is held and ends on March 31.

Criteria

Eligibility to Vote
Any faculty member with the rank of Assistant Professor or higher, as indicated by the listing in the Official Catalog or in the contract letter of employment, is eligible to vote for the Faculty Regent.

Eligibility to Serve
In order to serve as the faculty member on the Board of Regents the faculty member must:

(1) Hold the rank of Assistant Professor or higher;

(2) Be a member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research.

(3) hold no administrative title other than that of Departmental Chair, or Coordinator/Director within an academic department.

Procedures

Nomination

1.   A faculty member is nominated by the submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who has signed no other petition for nomination in the current election.

2.   The Committee on Elections shall certify the validity of the nominating petitions prior to making up the ballot for the election.

3.   Each eligible voter may vote for one of the persons nominated.

4.   If no person receives a majority of the votes cast on the first ballot, the Committee on Elections shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election.

5.   The Committee on Elections shall certify the results of the election to the Secretary of the Board of Regents. Chair of the Senate.

6.   The Chair of the Senate shall certify the results of the election to the Secretary of the Board of Regents.

FACULTY REGENT NOMINATION PETITION
for the term April 1, 2____ through March 31, 2____
(Change dates as appropriate)

We, the undersigned, being eligible to sign a petition of nomination for candidates for the position of Faculty Regent, support the nomination of the below named faculty member and certify that we have signed no other nomination for a candidate for the cited term of office.

_____

Nominee's Name   Academic Rank   Department

Petitioners

Signature Printed Name   Rank   Unit

_____
_____
_____

Get as many lines as you can on the page, but space them far enough apart to be easily read

A brief (100 word) biographical sketch including educational background and professional experience should accompany this petition.

Page _____ of _____

SENATE SECRETARY

Getting out the Agenda

Although the Senate Chair prepares the agenda, it is the responsibility of the Secretary to electronically distribute the Agenda and attachments each month the Senate is in session (September through May~~, except January~~). ~~The Chair will deliver the Agenda, electronically or otherwise, to the Secretary.~~

~~Make 80 copies of the Agenda for inclusion in the packet of information that will be sent to the Senators. Take a copy of the Agenda to Printing Services on the ground floor of the Coates Building as soon as possible. Fill out a Printing Services work order form for 1,300 copies to be distributed to all faculty and staff.~~ Charge all photocopying, printing, and office supplies needed throughout the year to the Senate's budget (~~Account # 200607-711800~~). ~~The Agenda should also be sent electronically directly to the ACTS Web Administrator for placement on the Senate's home page.~~

Getting out the Agenda materials

The agenda, previous month's minutes and agenda attachments are e-mailed to the Senators the Wednesday before the Senate meeting. ~~Only agenda materials are sent to Senators. Run off mailing labels of the name and address of each Senate member plus the Senate Secretary, Staff Regent, and Student Senate President that are stored in the Secretary's computer. Affix the label to 10" X 13" mailing envelope which must be stamped with the secretary's office return address and "Faculty Senate Agenda Material Inside,"~~

The Senate Chair should give the Secretary any Agenda materials needed for electronic distribution to the Senators. On occasion the chair of a Senate committee may give the Secretary Agenda materials. Call the Provost's Office at least two weeks before the next meeting and see if there are any materials coming from the Council on Academic Affair. If so, materials should be electronically sent to the Secretary. ~~If so, the Provost's Office normally takes the Council materials to Printing Services for duplication and the Senate Secretary picks them up for distribution. As soon as possible have all materials that go along with the Agenda, including the Minutes of the previous meeting, duplicated (80 copies) either at the Secretary's office or Printing Services.~~

Make a list of all Senators who call, write, or e-mail that they are unable to attend the meeting and duly note on the roster provided to the chair. ~~Go over to the Keen Johnson Building the Friday before the Senate meeting to remind the custodian(s) to have the South Room in the Keen Johnson Building set up for the 3:30 Monday meeting.~~ Make sure that the table-top lectern with a microphone and a long extension cord is at the head table where the Chair presides. ~~The Secretary should reserve the lectern from Media Resources in room 105 of the Library. Reserve the lectern in August for each Monday that the Senate meets during the academic year. Either the Secretary or one of the Keen Johnson Building custodians picks up the lectern and sets it up before the meeting. Make sure that the lectern is returned to the Library after the meeting is finished.~~ The Senate owns a lectern which is housed in the Keen Johnson Building. The custodians set up the lectern the morning of the scheduled meeting.

The Secretary is responsible for tape recording the meeting. The tape is the official record of the meeting. The Secretary should get to the meeting about ~~one hour~~ 30 minutes early to check and see that the room is set up properly. Put out the name place cards according to the seating chart, affix external microphone of the cassette tape recorder to the lectern, and test the tape recorder and microphone to make sure they are working. (Make sure to record on the tape before the meeting—name of the organization, ~~place of meeting, date~~ and ~~time~~ date of the meeting, plus write the same information on the cassette tape.)

Take along extra copies of the agenda ~~previous meeting Minutes, the current Agenda, and accompanying Agenda materials~~ for Senators or visitors to pick up if necessary. Take along some ballots (blank sheets of paper) just in case they are needed.

Check off Senators on the seating chart as they come in; note any Senators who have previously notified that they will not be at the meeting. ~~Record the name and department of any visitor to the meeting and pass that information on to the Chair.~~ Pick up name place cards and clean up the room after the meeting is completed.

After the Senate Meeting

Before transcribing the Minutes of the meeting, at the Chair's request ~~make sure to~~ send ~~the Chair~~ any approved policy or action ~~so~~ to the Chair to ~~can~~ pass ~~these~~ on to the President and others.

Minutes are posted on the Senate website and links are provided therein to any agenda materials referenced in the minutes. ~~circulated to all faculty and staff.~~ Usually any materials which are circulated either with the Agenda or with the Agenda materials are not included with the Minutes unless they have been amended, they are just referenced in the text of the minutes. Amended materials are to be included in their entirety, not with just the changes noted. Occasionally the Chair will tell the Secretary that something is to go with the Minutes even though it has been previously circulated. Include it.

All Senate committees are required to provide the Secretary with either a written copy or an electronic copy of their reports and a link will be provided in the online minutes to those reports. Usually the secretary will simply reference them in the text, such as, "Senator Jones gave the report on the Committee of the Budget. See attachment III." If they are very short, such as, "Senator Jones reported that the Committee on the Budget had met on October 7 and he was elected chair of the committee for 1995/1996," the Secretary may just wish to type it in. Don't forget that Senators who have informed you or the Chair of their absence prior to meeting are designated by an * in the listing of members absent. Bring to the attention of the Chair any Senators who miss successive meetings.

Proofread the minutes carefully. Let the Senate Chair look at the entire minutes for any corrections that need to be made. Also, share the President's portion of the minutes with him/her for any corrections. Include the completed minutes along with the agenda and attachments for the next month's meeting. Once the minutes are approved by the Senate, place the minutes on the Senate's website. ~~After the minutes have been corrected and approved, get them out as soon as possible. Take a copy of the minutes to Printing Services and follow the distribution procedures as listed in "Getting out the Agenda". Take a diskette of the minutes to ACTS for distribution on the campus network. The Minutes should also be sent electronically directly to the Academic Computing and Telecommunication Services Web Administrator for placement on the Senate home page.~~

Keep a file for each month including the Agenda, Agenda materials, the Minutes, and any other documentation associated with the meeting. Also, keep files of all committee reports and actions, any correspondence with the university administration, roster of members, seating charts, and committee lists. This may be accomplished through electronic means.

Before the ~~February~~ January Meeting

The new Secretary will inherit the previous Secretary's files. It is the new Secretary's responsibility to confer with the Chair for any assignment that may be necessary. Changes to the seating chart, roster of members, and committee list may be needed. Make up any new name place cards. ~~See to it that Printing Services makes new name place cards.~~

~~At~~ *Before* the May Meeting

The Secretary is responsible for seeing that Certificates of Appreciation are completed for ~~to~~ any retiring Senate member ~~are completed~~. (Check with the Committee on Elections Chair to determine who is retiring at the May meeting or consult the senators list on the Senate website.) The Secretary is also responsible for purchasing a gavel on which is engraved the name of the outgoing ~~newly elected~~ Senate Chair, title of position, Eastern Kentucky University, and year as Chair. (The gavel can be purchased at local sporting goods or other stores. Have the bill sent to the Chair of the Senate.) The Chair will give out the certificates individually at the beginning of the regular meeting. The gavel will be presented to the outgoing chair by either the Parliamentarian or the University ~~President. newly elected Chair by the outgoing Chair.~~ Make sure all newly elected Senators have name place cards (check with Chair of the Committee on Elections for the names and departments of the new Senators or consult the senators list on the Senate website). The name place cards will be put out at the organizational meeting which follows the first meeting. Also, prepare a new roster of Senate members and a seating chart for the organizational meeting, which the newly elected Chair will use. Post the new senate list and the newly elected committees for the next academic year as soon as possible on the Senate website.

As soon as the Senate meeting dates for the new year are known, contact the Coordinator of Student Development Office in Powell 128 to reserve the South Room of the Keen Johnson Building for the nine Senate meetings and post the meeting dates on the Senate website.

The Secretary is responsible for scheduling interpreter services, if needed, for the Senate meetings. Use the online form to submit a request for the next academic year in May or June. (If interpreter services are needed for committees, it is the responsibility of the committee chair to schedule those.)

In May, provide a list of next year's Senate meeting dates and a table set-up diagram to the Keen Johnson custodians.

In August

The Secretary is responsible for preparing an up-to-date roster of Senate members, including the name of the parliamentarian. ~~Distribute the new roster along with a current committee members' list at the September meeting.~~ Make up a new alphabetically arranged (except for the Secretary and his/her assistant, President, Chair, and parliamentarian, who are at the head table) seating chart for use by the Secretary and Chair.

Send all ~~files and~~ tapes and a disk or CD with all files from the previous year to the University Archives (Library 126) for preservation.

If money is available, the Secretary is responsible for scheduling refreshments for the Senate meetings. In August, schedule refreshments for the fall meetings; and in December, schedule refreshments for the spring meetings.

After the September Meeting

Be vigilant for any changes in Senate membership, especially Senators who are on sabbatical leave or have a conflict which prevents them from attending Senate meetings, committee assignments, and absences. Report any changes to the Senate Chair.

To: Faculty Senate Executive Committee
From: The Committee on Rules
Date: October 18, 2004

The Committee on Rules requests the Faculty Senate adopt the following motion at its meeting on November 1, 2004.

MOTION:

The Faculty Senate recommends to the Faculty-at-Large the following changes be made in the Faculty Handbook:

Change:

Part II ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

FACULTY SENATE (page II-12)

The *Faculty Senate* is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group. The Faculty Senate makes recommendations to the President on academic policy and procedures including admissions, curriculum, instruction, degree requirements, staffing, and related matters. The "Organization of the Faculty" appears as Part VII of this Handbook.

The Senate Shall convene initially for an organizational meeting on the first Monday in May at the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday of each month that the University is in regular session from September through December and February through May. The Senate shall meet at other times on the call of the President or the Senate Executive Committee, reasonable notice having been given to the members of the Senate.

To:

Part II ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

FACULTY SENATE (page II-12)

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The Senate Shall convene initially for an organizational meeting on the first Monday in May at the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday of each month that the University is in regular session from September through ~~December and February through~~ May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on the call of the President or the Senate Executive Committee, reasonable notice having been given to the members of the Senate.

JUSTIFICATION OF THE MOTION:

This brings the Faculty Handbook in compliance with the general practices of the Faculty Senate for this year and the last three years.

To: Faculty Senate Executive Committee
From: The Committee on Rules
Date: October 18, 2004

The Committee on Rules requests the Faculty Senate adopt the following motion at its meeting on November 1, 2004.

MOTION:

The Faculty Senate recommends to the Faculty-at-Large the following changes be made in the Faculty Handbook:

Part VII ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY
      Section VII. THE FACULTY SENATE
           B. Membership of the Senate
               2. Elected Members

        b.   Election Units – The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University having a total full-time Teaching/Research Faculty membership of five or more. Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean's Unit).

        d.   Determination of Delegate Representation
          (1)   Each election unit shall be entitled to one delegate for each ten full-time Teaching/Research Faculty members employed by that election unit during the fall semester. In other words, an election unit with 10-19 faculty is entitled to one delegate, an election unit with 20-29 faculty is entitled to two delegates, an election unit with 30-39 faculty is entitled to three delegates, and so on.
          (2)   Departments employing fewer than ten full-time Teaching/Research Faculty members but more than four full-time Teaching/Research Faculty members shall be entitled to one delegate.
          (3)   Departments employing fewer than five full-time Teaching/Research Faculty members during the fall semester shall join with other departments in the same college to form an election unit with a total of five or more full-time Teaching/Research Faculty members. The Committee on Elections of the Faculty Senate shall inform departments of the need to form such departmental alignments as soon after the spring semester as possible.

To:

Part VII ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY
      Section VII. THE FACULTY SENATE
           B. Membership of the Senate
               2. Elected Members

        b.   Election Units – The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University. ~~having a total full-time Teaching/Research Faculty membership of five or more.~~ Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean's Unit).

d. Determination of Delegate Representation

(1) An election unit with one 1 - 14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15 - 29 faculty members during the Fall semester shall be entitled to two delegates for the academic year.

(2) An election unit with 30 - 39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40 - 49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; and an election unit with 50 - 59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.

JUSTIFICATION OF THE MOTION:

As is stated in the Faculty Handbook, departments with fewer than five faculty members, "...shall join with other departments in the same college to form an election unit with a total of five or more full-time Teaching/Research Faculty members." This prevents a total representation in the Faculty Senate of all departments of the university. By combining two departments and allowing only one delegate to the Faculty Senate, only one of the two departments is actually being represented. In order for the Faculty Senate to truly be representative of all departments of this university the Committee on Rules recommends that the above change be instituted.

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	ANT/SOC/SWK
___ New Course (Parts II, IV)	College	Arts & Sciences
___ Course Revision (Parts II, IV)	*Course Prefix & Number	
___ Course Dropped (Part II)	*Course Title (30 characters)	
X New Program (Part III)	*Program Title	Archaeology Minor
___ Program Revision (Part III)		(Major ___, Option ___; Minor _X_; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	09/23/04	Graduate Council*	NA
College Curriculum Committee	11/15/04	Council on Academic Affairs	
General Education Committee*	NA	Approved _X_ Disapproved ___.	12-16-04
Teacher Education Committee*	NA	Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

To create an archaeology minor, housed in the Anthropology program.

A. 2. Effective date: (Example: Fall 2001)

FALL 2005

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

Courses are already present, and would allow non-anthropology majors (i.e., geology, geography) to specialize in archaeology and have this recognized.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None – these courses are already taught as part of our anthropology major.

Operating Expenses Impact: None.

Equipment/Physical Facility Needs: None.

Library Resources: Nothing additional.

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

New or Revised* Program
(*Use strikeout for deletions and underlines for additions.)

Minor in Archaeology: A student may minor in archaeology by taking a minimum of 18 hours as follows: ANT 120 or 210 or 211; ANT 350; and twelve hours of upper division archaeology electives selected from ANT 353, 355, 357, 360, 439, 470, and 590 (if archaeological topic).

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Counseling and Educational Leadership
___ New Course (Parts II, IV)	College	Education
___ Course Revision (Parts II, IV)	*Course Prefix & Number	NA
___ Course Dropped (Part II)	*Course Title (30 characters)	NA
x New Program (Part III)	*Program Title	Specialist in Education Ed. Ad. and Supervision
___ Program Revision (Part III)		(Major ___, Option ___; Minor ___; or Certificate ___)
___ Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	09/02/04	Graduate Council*	11/10/04
College Curriculum Committee	10/26/04	Council on Academic Affairs	
General Education Committee*	NA	Approved **X** Disapproved ___.	*12-16-04*
Teacher Education Committee*	6-01-04	Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
**Approval needed for new, revised, or suspended programs
***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

The Counseling and Educational Leadership department requests that the Specialist in Education Ed. Ad. and Supervision program be reactivated.

A. 2. Effective date: Fall 2005

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

Our present programs for certification only along with a strong research component would seem to make a viable Education Specialist Degree.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No change in cost is projected.

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

CURRICULUM FOR THE SPECIALIST IN EDUCATION DEGREE
EDUCATIONAL ADMINISTRATION AND SUPERVISION

The applicant for the Specialist in Education degree must work closely with the student's advisor on such things as:

1. Evaluation of previous graduate work.
2. Fulfilling requirements set forth in the guidelines for the degree.
3. Completing required application forms.
4. Establishing a program, which lists courses to be taken for the area of specialization.

Admission --- Admission to the Specialist in Education program is based on the following entrance requirements:

1. Completion of requirements for the master's degree from an accredited college or university.
2. A score on the combined general tests (verbal, quantitative and analytic sections) of the Graduate Record Examination of at least 1400.
3. Successful professional experience appropriate to and as required in specific programs.
4. Completion of application forms for admission to the program.
5. Approval of screening and selection committee composed of three persons appointed by the departmental chair.

Admission to candidacy --- Application for admission to candidacy for the Specialist in Education degree should be filed by the student with the student's advisor and department chair:

1. When a minimum of nine semester hours of graduate credit beyond the master's of nine semester hours of graduate credit beyond the master's degree has been earned at Eastern Kentucky University. (A minimum of 12 semester hours must be taken after admission to candidacy.)
2. When work taken toward the Ed.S. degree shows an overall graduate grade point average of 3.0 or above.
3. When the advisor has approved the planned program of study and a copy of this program has been filed with the department chair and the Dean of the Graduate School.

Program Requirements --- Curricula will be individually planned within the following guidelines.

Research Core...............................9 Hours
EAD 898, 899, and EDF 895.
Administrative Core.......................27 Hours
EAD 801, 802, 804, 805, 806, 809, 810, 811, 821, 824, 827, 828, 831, 834, 846, 888, EDF 869, ELE 810, EMG 810, EMS 850, ESE 863, EPY 816, 842, SED 800, SED 810.
Minimum Program Total...................36 Hours

With permission of the Educational Administration Admissions Committee, the administrative certificate may be earned concurrently with the specialist degree. Any of the required courses taken as part of the master's degree may be counted, however, 36 hours must be earned after the master's degree.

Comprehensives --- Candidates will be expected to provide evidence of professional maturity through written and/or oral comprehensive examinations.

Current Program Requirements as Shown in Catalog

New or Revised* Program
(*Use ~~strikeout~~ for deletions and <u>underlines</u> for additions.)

4. List any options and/or minors affected by the program's suspension. None