

Southern Connecticut State University
FACULTY SENATE

November 10, 2021 | 12:10 p.m. | Zoom

To join the meeting, please click [here](#) to be connected via Zoom.

Alternatively, copy and paste this link:

<https://southernct-edu.zoom.us/j/88601558745?pwd=NUVjZEhxZllyVUVnTGRkRXJ1U0w2dz09>

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Southern Connecticut State University

FACULTY SENATE

AGENDA

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- I. Announcements Relevant to the Faculty Senate
- II. Approval of Minutes of Previous Meeting held on October 27, 2021
- III. Faculty Senate President's Report
- IV. Reports of Faculty Senate Standing Committee
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- V. Reports of Faculty Senate Special Committees
 - a. UCF
 - b. Graduate Council
- VI. Unfinished Business
- VII. New Business
 - a. Resolution Regarding Language in The Mediation Committee Bylaws
- VIII. Guest(s)
 - a. Diane Ariza, Vice President for Diversity, Equity, and Inclusion (12:30 p.m.)
 - b. Cindy Stretch, Contract Negotiations (1 p.m.)

Fall 2021

Full Faculty Senate Meetings:
9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 12/1
Standing Committee Meetings:
9/8, 9/22, 10/6, 10/20, 11/3, 11/17

Spring 2022

Full Faculty Senate Meetings:
1/26, 2/9, 2/23, 3/9, 5/50, 4/13, 4/27, 5/4
Standing Committee Meetings:
1/19, 2/2, 2/16, 3/2, 3/23, 4/6, 4/20

FACULTY SENATE

UNAPPROVED MINUTES OF OCTOBER 27, 2021

<https://inside.southernct.edu/faculty-senate/meetings>

The 5th Meeting of the Faculty Senate AY 2021-2022 was held on October 27, 2021, at 12:10 p.m. via Zoom.

Attendance

Dave Allen <i>Accounting</i> 5/5	Matthew Ouimet <i>Counseling</i> 5/5	Sandip Dutta <i>Finance</i> 1/5	Shibiao "Bill" Ding <i>Marketing</i> 5/5	Rex Gilliland <i>Philosophy</i> 5/5	Angela Lopez-Velasquez* <i>Special Education</i> 4/5
William Farley <i>Anthropology</i> 4/5	Natalie Starling <i>Counseling & School Psychology</i> 5/5	Lawrence Brancazio <i>Health & Movement Sciences</i> 5/5	Joe Fields <i>Mathematics</i> 5/5	Christine Broadbridge <i>Physics</i> 5/5	Douglas Macur <i>Theatre</i> 4/5
Melanie Uribe <i>Art</i> 5/5	Helen Marx <i>Curriculum & Learning</i> 4/5	Robert Gregory <i>Health & Movement Sciences</i> 5/5	Klay Kruczek <i>Mathematics</i> 5/5	Jonathan O'Hara <i>Political Science</i> 4/5	Luke Eilderts <i>World Languages & Literatures</i> 5/5
Kevin Siedlecki* <i>Athletics</i> 2/5	Maria Diamantis <i>Curriculum & Learning</i> 5/5	Troy Paddock <i>History</i> 5/5	Jonathan Irving* <i>Music</i> 2/5	Gayle Bessenoff <i>Psychology</i> 5/5	
Sean Grace <i>Biology</i> 5/5	Dushmantha Jayawickreme <i>Earth Science</i> 5/5	Carmen Coury <i>History</i> 5/5	Andrea Adimando <i>Nursing</i> 3/4	Kate Marsland <i>Psychology</i> 5/5	Deborah Weiss <i>Faculty Senate President</i> 5/5
Mina Park <i>Business Information Systems</i> 5/5	Jia Yu <i>Economics</i> 5/5	Yan Liu <i>Information & Library Science</i> 5/5	Kelly Martinez* <i>Nursing</i> 4/5	William Faraclas <i>Public Health</i> 5/5	
Jeff Webb <i>Chemistry</i> 5/5	Peter Madonia <i>Educational Leadership</i> 4/5	Cindy Simoneau <i>Journalism</i> 5/5	Obiageli Okwuka <i>Part-time Faculty</i> 5/5	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 5/5	Meredith Sinclair <i>Undergraduate Curriculum Forum</i> 5/5
Barbara Cook <i>Communication Disorders</i> 5/5	Mike Shea <i>English</i> 5/5	Patrick Crowley* <i>Library Services</i> 4/5	Michele DeLucia <i>Part-time Faculty</i> 2/2	Sebastian Perumbilly <i>Social Work</i> 5/5	Cynthia O'Sullivan* <i>Graduate Council</i> 4/5
Wes O'Brien <i>Communication, Media & Screen Studies</i> 4/5	Paul Petrie <i>English</i> 5/5	Jacqueline Toce <i>Library Services</i> 5/5	Michael Sormrude <i>Part-time Faculty</i> 2/2	Stephen Monroe Tomczak <i>Social Work</i> 5/5	Kyle Mashia-Thaxton <i>Student Government Association</i> 5/5
Alaa Sheta <i>Computer Science</i> 5/5	Matthew Miller <i>Environment, Geography & Marine Studies</i> 5/5	Carol Stewart <i>Management, International Business & Public Utilities</i> 5/5	Virginia Metaxas <i>Part-time Faculty</i> 4/5	Gregory Adams <i>Sociology</i> 4/5	Dr. Joe Bertolino <i>SCSU President</i> 5/5
Guests:	T. Bennett C. Bieltz T. Broliar	C. Hlavac J. H. Kim M. Kingan	R. Prezant R. Regos T. Tyree	D. Woolfolk	

*An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called the 5th meeting of the Faculty Senate to order at 12:10 p.m.

I. Announcements

- A. D. Weiss reminded members to be concise when speaking.
- B. D. Weiss congratulated all involved in the NECHE report and site visit.
- C. D. Weiss called members attention to the President’s Report where [information on the Integrated Justice and Social Change Collaborative](#) is located.
- D. K. Marsland thanked everyone who participated in the screening of *Chasing Childhood*. She also recognized J. Aguilar, T. Tyree, and T. Milburn for their contributions.
- E. K. Marsland shared that the New Haven Reads fundraising event would take place on November 5, 2021.
- F. K. Marsland thanked the members of the SPC.
- G. C. Bielitz, AVP for Strategic Initiatives and Outreach, presented the University’s plan to apply for the Carnegie Elective Community Engagement Classification. Please contact her if interested in participating.
- H. B. Cook shared the recent event “[Real Talk](#)” with Tony Russo.
- I. K. Thaxton, SGA, shared that the social media posts on the University’s policies on withdrawal would be circulated this week. He also shared that the meeting during the NECHE site visit went very well and highlighted the strong relationship between students and faculty.
- J. M. Diamantis urged Senators to remind their respective departments to enter mid-term grades.

II. Minutes of the previous meeting held on October 13, 2021, were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>

III. Faculty Senate President’s Report
<https://inside.southernct.edu/faculty-senate/meetings>

- IV. Reports of Faculty Senate Standing Committees
- A. Reports of the Standing committees were received.
 - B. W. Faraclas (Finance) shared information on Department Operating Expense Budgets (slides found below).
 - C. N. Starling (Personnel) provided insights into their minutes and the decision of the PPC to keep the different levels of review as they currently are. This information was also provided to the Provost and the Deans since this request came from the Provost Council.

V. Reports of the Special Committees

- A. Reports of the Special Committees (UCF and Grad Council) were received.

- VI. New Business
- A. K. Kruczek (Elections) moved to **approve** the Resolution Regarding Revisions to the Mediation Committee Document.
 - i. M. Shea suggested that the committee review the use of “may” vs. “shall” in the document. W. Faraclas requested that the body move forward to approve this resolution first and that the committee would review the document and return, if necessary, with a new resolution.
 - ii. After discussion, the body moved to vote.
 - 1. Vote tally
 - a. Yes.....32
 - b. No.....1
 - i. Motion to **approve** the resolution **passed**.
 - B. P. Petrie (Academic Policy) **moved** to approve the Resolution Regarding Revisions to the Grade Appeal Procedure and Form.
 - i. After discussion, the body moved to vote.

1. Vote tally
 - a. Yes.....36
 - b. No.....0

i. Motion to **approve** the resolution **passed unanimously**.

- C. J. Fields (Technology) thanked D. Macur for his service to the committee. J. Fields opened up a discussion on Student Opinion Surveys (SOS). Currently the committee is looking at two issues: 1) increasing student participation; 2) routing of the SOS information.
 - i. Student participation: the committee would prefer a reward for increasing student participation rather than a penalty. Some options that have been used elsewhere are holding final grades until a student completes the survey; having a lottery where students who participate in an SOS are entered into a drawing for a prize. Please send additional ideas to J. Fields.
 - ii. Routing of SOS information: traditionally when the forms were paper, they would come to the department and the chair would distribute them to the faculty; practice varied widely among departments, where chairs would review the SOS forms before giving them to faculty and others would pass them directly to faculty without review. Now that the process is digital, the question of who receives the SOS information and when is no longer simply a pragmatic issue. Some Senators felt that when a faculty member is not up for review, promotion or tenure, the SOS be routed directly to the faculty member; when a faculty member is up for review, promotion, or tenure, that the SOS be routed simultaneously to chair and faculty member. Some Senators also shared that the SOS information for adjunct faculty can be very helpful to chairs.
 - iii. Additional concerns included the flawed nature of SOSs and their inherent biases; the value of SOSs vs. peer review or SOSs in addition to peer review; the ability to have a core set of questions for the University and then a customized set of questions for each department.
- D. An open discussion on the following topics took place: the importance of submitting mid-term grades; how to address the misunderstandings around mid-term grades (e.g., the pacing of a course may mean that a large portion of the coursework comes after mid-term grades are handed in); concerns over when the due date for mid-term grades is announced and where to find that information during course planning).

VII. Adjournment

- A. M. Diamantis moved to **adjourn** the meeting. **Seconded**.
 - i. Meeting adjourned at 1:59 p.m.

L. Eilderts
Secretary

From “The Department Operating Expense (OE) Budget”: A working document of the Faculty Senate Finance Committee

07/11/2021

From “The Department Operating Expense (OE) Budget”

A working document of the Faculty Senate Finance Committee

Each academic department annually receives a budget appropriation for operating expenses. The CBA (9.4.7) specifies that these funds are given to departments after consultation with those units.

9.4.7 Equipment and Supply Budgets.

Each University will allocate funds from its annual budget to departments for the purchase of equipment and supplies. The allotments will be made by the local University administration after consultation with the departments involved. Barring demonstrable fiscal exigencies such allocations shall not be arbitrarily withdrawn, reduced, postponed, or cancelled once made.

1

From “The Department Operating Expense (OE) Budget”

A working document of the Faculty Senate Finance Committee

Within guidelines for their use, these funds are available for discretionary spending by departments to support their programs. CBA 5.16, which specifies that departmental decisions derive from the majority vote of full-time faculty members, establishes that use of OE funds should be determined by department members, unless otherwise specified in a department’s bylaws.

5.16 A department shall make its decisions by majority vote of its full-time members, except where otherwise provided by this Agreement or in the department’s bylaws.

2

1

Interest: To ensure transparency in the use of available resources and to promote involvement of the faculty in developing and using department OE budgets.

Questions about Operating Expense Funds related to faculty participation include:

- Are faculty members aware that their departments receive an OE budget?
- Are department members involved in creating budget requests?
- Do department members determine the use of allocated funds?
- Do faculty members know how much their departments receive for its OE allocation?
- Are faculty members able to make requests to use OE funds for departmental work?

STANDING COMMITTEES

Academic Policy Committee (APC)

MINUTES—APC—11/03/2021

Present: Allen, Crowley, Ding, Gilliland, Jayawickreme, Petrie (chair), Siedlecki, Uribe

- Received and discussed LEP Revision Task Force report (Melanie Uribe).
- Received and discussed progress reports from P&T reform working groups and strategized next steps for first five recommendations.
 - Recommendation A (file size and inclusivity): Reviewed method for working from focus group results (etc.) to descriptions / quantifications of evidentiary items in candidate files. Discussed sample of draft language for communicating that information to candidates.
 - Recommendation B (department guidelines): Info collection from chairs is ongoing. Discussed draft mock-up of hypothetical set of guidelines for one department.
 - Recommendation C (DEC / Chair's letters): Working on setting up a meeting with P&T Committee chair.
 - Recommendation D (candidates' personal statements): Reported info from P&T Committee veterans re: universality of inclusion of statements in candidates' files.
 - Recommendation E (P&T requests for further info): Still collecting info re: kinds and frequency of P&T requests under the current P&T document.
- Jayawickreme will attempt to schedule meeting of P&T Committee chair with APC to address questions arising under multiple recommendations, above.

Elections Committee (EC)

Minutes for November 3, 2021

Attendees: Carmen Coury, Klay Kruczek, Jonathan O'Hara, Mina Park, Cindy Simoneau

Guests: Jules Tetreault (Dean of Students), Chris Piscitelli (Assistant Dean of Students), Corinne Blackmer (English)

With the input of J. Tetreault, C. Piscitelli, and C. Blackmer, the committee drafted a statement on freedom of expression on campus, and it is being reviewed by interested parties. We plan to have the statement finalized before the full senate meeting on 12/1.

Finance Committee (FC)

Personnel Policy Committee (PPC)

PERSONNEL POLICY COMMITTEE

Minutes

11/3/2021

Teams Meeting

PPC Members: Adams, Gregory; Toce, Jacqueline; Lopez-Velasquez, Angela; Marx, Helen (absent); Tomczak, Stephen (absent); Shea, Michael; Martinez, Kelly (absent); Metaxas, Virginia; Starling, Natalie (chair)

12:10pm

Approval of minutes of 10/20 meeting

CONTINUING BUSINESS:

1. P&T Guidebooks
 - a. Review will take place on 12/8 as an optional PPC meeting; following PPC initial review, invitations for collaboration with P & T committee members and AAUP will be made for the spring semester PPC meetings
2. P&T/Renewal Procedures documents
 - a. Possible expanding of review period for evaluators, i.e., allowing Deans additional time
 - i. What are some ways to give Deans additional time? PPC began discussion and will inquire further with AAUP and other CSUs
 - b. Substantial comparability – PPC made clarifying edits to the Procedures documents
 - c. Election of P & T committee members (moved to next meeting agenda)
 - d. Record keeping by DEC members (moved to next meeting agenda)
3. Academic advising re P&T
 - a. PPC engaged in discussion, consideration given to launching the survey from Spring 2021 again (moved to next meeting agenda)

Rules Committee (RC)

November 3, 2021

Based on a question posed to the committee about one section of the chairperson document. The committee discuss the implications and possibilities surrounding the issue. (The issue presented had to do with the the DPC reporting the results of the preferential poll to the department and Dean. The member was questioning the term results and what results need to be reported since they felt the document in place wasn't specific enough.)

After much discussion the committee is proposing that section be changed to:

The Department Personnel Committee will communicate the names, and number of 1st, 2nd, and 3rd preference of the members that have accepted their nominations in the preferential poll to department members and the Dean within seven (7) calendar days.

The committee also summarized the results from our questions to our sister universities about their chair election process. From our research it appears that Western, Easter, and Central DO NOT outline the elections process for the university. Any language that appears in their documents refers to a decentralized process, leaving the process decisions to each individual department.

Respectively submitted,

--Dr. Jeffrey A. Webb----

Student Policy Committee (SPC)

Student Policy Committee 11/3/21 Minutes

In attendance: Maria Diamantis (co-chair), Barbara Cook (co-chair), Michael Dodge, Christine Broadbridge, William Farley (secretary), Wesley O'Brien, Matthew Ouimet, Katherine Marsland via telephone

Discussion regarding the request to consider mandating submission of midterm grades by all course instructors led to these queries:

- Will all faculty have sufficient “data” to submit a midterm grade?
- What impact do midterm grades have on students' decision-making process related to seeking support or consideration of a course withdrawal?
- Would a progress report at the midterm provide the same level of information for students?
 - A progress report would include checkboxes or something similar and maybe modeled on what is put in place for athletes.

Discussion regarding the current Late Course Withdrawal policy

- Careful review of the policy reveals:
 - The course instructor makes the determination as to whether extenuating circumstances exist to allow the student to withdraw late from the course.
 - If the course instructor determines the existence of extenuating circumstances, then the chair of the department must affirm that determination
 - Only in instances where the course instructor and chair are one in the same, is the Dean asked to sign affirming extenuating circumstances.
- Concern from the committee:
 - The current Late Withdrawal form needs to be revised to reflect the current policy. Maria will connect with Alicia Carroll
 - Are there any current circumstances in which there may have been disagreement with what constitutes an extenuating circumstance?
 - Does the policy need a revision to further define extenuating circumstances?

Concerns raised by members of the committee:

- Course instructors share an alert via Navigate and may not receive affirmation of receipt of said alert. Is there a work around so course instructors receive notification that alerts have been received?
- Request to invite Diane Ariza to a future meeting to discuss concerns related to ADA.

Meeting adjourned at 1:55 pm.

Technology Committee (TC)

Faculty Senate Technology Committee

Minutes of meeting 11/3/2021

The meeting convened at 12:15 via WebEx. We were joined by SGA representative Kyle Mashia-Thaxton as a guest.

The discussion about Student Opinion Surveys continued.

Kyle relayed a concern from the SGA about whether data about the professor adhering to the midterm grading policy is collected. The survey contains a closely related item – “The instructor provided regular feedback on my performance in this course” – but does not expressly address midterm grades. We will take up this question at our ne3xt meeting. We then discussed the technological issue of whether faculty are taking full advantage of the capacity in BBL to keep a continuously updated grade record.

We moved on to consider incentives to improve the response rate for SOS’s. New information from the Senate President at Central indicates that we were mis-informed and Central does not use a financial incentive. Several members suggested that response rates could best be improved by ensuring that some time in class is made available for completing them. It was noted that the surveys can be readily completed on a smartphone. A concern was raised that asking students in a class to pull out their phones to do the survey might “out” an impoverished student who doesn’t have a phone. Our consensus was that an email from the Faculty Senate President should go out prior to the last week of classes encouraging faculty to make class time available for doing the surveys.

The discussion next turned to publicity and the state of the student body’s understanding of the importance of Student Opinion Surveys. Kyle volunteered that SGA may be able to put something on their social media to encourage/educate students about the surveys. We wondered to what extent INQ professors communicate the importance of the surveys.

Respectfully,

J. E. Fields

SPECIAL COMMITTEES

Undergraduate Curriculum Forum (UCF)

Report to the Faculty Senate Undergraduate Curriculum Forum November 4, 2021 Meeting Actions

Motions

- UWIC brought forward the new BS in Music Therapy. The proposal was tabled for further discussion at our next meeting.

The following revised programs were approved:

- Minor Latin American & Caribbean Studies
- BS Health Science
- BS Health Science – Accelerated M.S. Physical Activity & Chronic Disease Pathway
- BS Health Science – Accelerated M.S. Exercise Science – Clinical Exercise Physiology Concentration Pathway
- BA Journalism
- BS Journalism
- BS Healthcare Studies CONC General
- BS Healthcare Studies CONC Healthcare and Clinical Research
- BS Healthcare Studies CONC Speech Language Pathology Assistant
- BS Healthcare Studies CONC Therapeutic Recreation in Aging

The following new and revised courses were approved:

New Course Proposals

- MAT 140 - Computational Tools for Mathematics and the Sciences (LEP T1 TF)
- MKT 301 – Quantitative Research in Marketing
- MKT 297 – Women's Leadership Seminar
- HLS 330 – Case Studies in Healthcare Ethics
- HLS 440 – Research Methods for Evidence-Based Healthcare
- HSC 450 – Principles of Medical Documentation
- MGT 395 – Technology Entrepreneurship
- MGT 390 – Intellectual Property Law
- SOC 311 – Systemic Racism in America
- JRN 404 – Advanced Sports Storytelling

Revised Course Proposals

- ESC 430 – Field Methods
- SOC 310 – Race and Ethnic Relationships --> SCO 310 -- Race and Racism
- MKT 325 – Marketing Research --> MKT 425 Marketing Research
- ENV 200 – Environmental Studies II --> ENV 200 -- Systems Thinking for the Environment

The following W Courses were approved:

- DU 316-Child Development and Psychology for Educators
- JST 200-Jewish Stories
- THR 415-The Critical Eye
- EDU 325-Best Practices in Classroom Management

The following special topics courses were logged:

- MKT 298: Consumption, Markets, and Culture (1st time offered; Summer 2022)
- PSY 398: Early Adversity in Development (2nd time offered; Spring 2022)
- T2TP 298: Introduction to Latin American and Caribbean Studies (2nd time offered; Spring 2022)

Other notes:

- Departments who still would like to complete the LEP Revision Task Force survey may still do so if done ASAP.
- Focus groups for LEP Revision will be held the week of Nov. 15. See the information in Confluence: <https://km.southernct.edu/display/UCF/UCF+Task+Force+for+LEP+Revision>

Respectfully submitted,
Meredith Sinclair, UCF Chair
November 8, 2021

Graduate Council

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Language in The Mediation Committee Bylaws

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, the SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, the Mediation Committee was established under 16.3.5 of the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and Board of Regents for the State University;

Whereas, bylaws were created to guide the composition and function of the Mediation Committee;

Whereas, when the Mediation Committee bylaws were amended on October 27, 2021, it was noted that further non-substantive changes would improve the document; and

Whereas, the Mediation Committee bylaws incorrectly direct interested parties to obtain a self-nomination form from the wrong source; now, therefore, be it

Resolved, That the Mediation Committee bylaws be updated to address the cited issues using the language in the attached proposed revision.

SOUTHERN CONNECTICUT STATE UNIVERSITY

The Mediation Committee

A. The Mediation Committee is hereby established under 16.3.5 of the Collective Bargaining Agreement between Connecticut State University American Association of University Professors and Board of Regents for the State University, August 2016 - August 2021, hereafter referred to as the Collective Bargaining Agreement.

B. The Mediation Committee shall consist of three members.

There shall be three voting members and three alternate members. Alternates shall take the place of voting members when a voting member is disqualified, recuses, resigns, or is ill for a prolonged period of time. Alternates shall be eligible to become voting members in the order of their election vote counts.

C. Eligibility

1. A candidate for membership ~~must~~ shall have been a full-time faculty member at Southern Connecticut State University for at least three years prior to becoming a member of the Committee.
2. A candidate for membership shall have tenure.
3. A voting or alternate member of the Mediation Committee ~~may~~ shall not simultaneously serve on the Termination Hearing Committee.

D. Nominations

Any eligible person wishing to run for the Committee ~~must shall complete the ,after a call for nominations is issued, obtain an~~ official nomination form ~~issued with the call for nominations~~ from ~~the Secretary of~~ the Faculty Senate ~~Elections Committee, complete the form,~~ and return it as directed.

E. Elections

Elections shall be conducted by the Elections Committee of the Faculty Senate.

F. Appointments

The President of the Faculty Senate shall appoint members and alternates to this committee whenever the number of members ~~and~~ or alternates falls below ~~those~~ the number designated in this document. Appointees serve until their positions are filled through the process described in D and E. In no case, however, shall appointees be replaced until all current mediation is completed.

2. review the University's investigation;
3. assess what the parties want;
4. interview those involved, as necessary;
5. seek further input, as warranted;
6. determine possible solutions;
7. negotiate between the parties to seek a mutually acceptable solution; and
8. submit a written report to explain details of the process implemented by the committee and to state the committee's recommendation(s).

K. Amendments

This document **may shall** be amended **only** by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

L. Implementation

This document shall take effect upon approval by a two-thirds vote of the Faculty Senate with the concurrence of the President of the University.

M. Interpretation

This section **may shall** not be invoked with respect to the interpretation of any item of the Collective Bargaining Agreement. If an issue develops concerning interpretation of this document whether initiated by the Senate, a faculty member, or any member of the administration, a binding decision on such an issue shall be made:

1. by agreement between the President of the University and a majority of the Executive Committee of the Faculty Senate or failing to obtain agreement on an issue by this method,
2. by a committee consisting of one member selected by the Senate Executive Committee, one selected by the President of the University, and one selected by the first two committee members, who, by a two-thirds vote shall decide such an issue.

G. Terms of Office

1. The term of office for members shall be three years, commencing on September 1 and ending August 31. The term of office for alternates shall be one year.
2. One member of the committee and three alternates shall be elected each year. The candidate receiving the highest number of votes shall become the member; the candidates with the next three highest vote counts shall become the alternates.
3. If an alternate becomes a member because of the temporary recusal of a member from a case, the alternate shall serve as a member only until the case is completed, at which time the recused member shall resume member status. If an alternate becomes a member to fill a vacancy on the committee, the alternate shall complete the remainder of the term of the member being replaced.
4. Vacant terms ~~may~~ shall be filled at the time of regular elections or by holding special elections.

H. Procedures

1. The committee shall follow the provisions in Article 15 of the Collective Bargaining Agreement.
2. Voting members shall disqualify themselves if they or a member of their family are requesting a hearing from the Mediation Committee. Voting members also ~~may~~ shall be ~~disqualified~~ subject to disqualification for bias or interest, and shall remove themselves from a case, either at the request of a party or on their own initiative and be replaced by an alternate (see CBA Article 16.6.3.1).

I. Guiding Principles

In considering a case before it, the committee shall:

1. accord equal respect to students' safety, the member's reputation and rights, and the institution's reputation and liability;
2. not be an advocate for any party, but rather an advocate for fairness; and
3. maintain strict confidentiality.

J. Process

To carry out a comprehensive mediation process, the committee shall

1. clarify its understanding of the charges and their bases;