Southern Connecticut State University

FACULTY SENATE

October 26, 2022 | 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/85720398628?pwd=UHlURjdZOVhWMmFoT1hJbHhiRFAwUT09

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AGENDA
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12:10 p.m.

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I.   Announcements Relevant to the Faculty Senate

II.   Approval of Minutes of Previous Meeting held on October 12, 2022

III.   Faculty Senate President's Report

IV.   Faculty Senate Standing Committees
   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.   New Business
   a.   Resolution Regarding Revisions to the Pass/Fail Graduate and Undergraduate Policies
   b.   Resolution Regarding Revisions to the Never-Attended Policy
   c.   Resolution Regarding Revisions to the Faculty Senate Bylaws

VII.   Guest(s)
   a.   Robert Prezant, Provost and Vice-President of Academic Affairs

Fall 2022
Full Faculty Senate Meetings
8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 12/7
Standing Committee Meetings
9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 11/30

Spring 2023
Full Faculty Senate Meetings:
1/25, 2/8, 2/22, 3/8, 3/29, 4/12, 4/26, 5/3
Standing Committee Meetings:
1/18, 2/1, 2/15, 3/1, 3/22, 4/5, 4/19

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF OCTOBER 12, 2022
https://inside.southernct.edu/faculty-senate/meetings
The 3rd Meeting of the Faculty Senate AY 2021-2022 was held on October 12, 2022, at 12:12 p.m. via Zoom.

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL 2
Lisa	Haylon	Accounting	2025	X	2
Kenneth	McGill	Anthropology	2023	X	2
Melanie	Uribe	Art	2024	X	3
Kevin	Siedlecki	Athletics	2023	X	3
Nicholas	Edgington	Biology	2023	X	3
Kate	Toskin	Business Information Systems	2025	X	3
Jeff	Webb	Chemistry	2023	X	3
Richard	Zipoli	Communication Disorders	2024	X	1
Melanie	Savelli	Communication, Media & Screen Studies	2025	X	3
Shafaeat	Hossain	Computer Science	2025	X	3
Matthew	Ouimet	Counseling	2024	X	3
VACANT		Counseling & School Psychology	2023		
Helen	Marx	Curriculum & Learning	2024	X	3
Maria	Diamantis	Curriculum & Learning	2024	X	3
Dushmantha	Jayawickreme	Earth Science	2025	X	3
Jia	Yu	Economics	2024	X	3
Peter	Madonia	Educational Leadership	2023		2
Paul	Petrie	English	2023	X	3
Mike	Shea	English	2024	X	3
Miriah	Kelly	Environment, Geography, & Marine Sciences	2025	X	3
Sandip	Dutta	Finance & Real Estate	2025	X	3
Kyle	O'Brien	Healthcare Systems & Innovation	2025	X	3
Robert	Knipe	Health & Movement Sciences	2025	X	3
Daniel	Swartz	Health & Movement Sciences	2025	X	3
Carmen	Coury	History	2023	X	3
Troy	Paddock	History	2023	X	3
Yan	Liu	Information & Library Sciences	2024	X	On Leave Fall 2022
Cindy	Simoneau	Journalism	2024	X	2
Patrick	Crowley	Library Services	2023	X	3
Amy	Jansen	Library Services	2025	X	3

Alison	Wall	Management, International Business & Public Utilities	2025	X	3
Melvin	Prince	Marketing	2023	X	3
Sebastian	Perumbilly	Marriage & Family Therapy	2025	X	1
Klay	Kruczek	Mathematics	2025	X	3
Raymond	Mugno	Mathematics	2025	X	3
Jonathan	Irving	Music	2023		1
Kelly	Martinez	Nursing	2023	X	3
Andrea	Adimando	Nursing	2024	X	3
Obigaeli	Okwuka	Part-Time Faculty	2023		On Leave Fall 2022
Virginia	Metaxas	Part-Time Faculty	2023	X	2
Michael	Sormrude	Part-Time Faculty	2024	X	3
Michele	Delucia	Part-Time Faculty	2024	X	3
Rex	Gilliland	Philosophy	2023	X	3
Christine	Broadbridge	Physics	2024	X	2
Jonathan	O'Hara	Political Science	2025	X	3
Kate	Marsland	Psychology	2025	X	2
Chris	Budnick	Psychology	2024	X	3
Jon	Nwangwu	Public Health	2024	X	2
Michael	Dodge	Recreation, Tourism, & Sport Management	2023	X	3
VACANT	Carmela Smith	Social Work	2023	X	1
Stephen	Monroe Tomczak	Social Work	2025	X	3
Gregory	Adams	Sociology	2023	X	3
Angela	Lopez-Velasquez	Special Education	2024		On Leave Fall 2022
Douglas	Macur	Theatre	2024	X	3
Tricia	Lin	Women's & Gender Studies	2025	X	3
Luke	Eilderts	World Languages & Literatures	2023	X	3
Natalie	Starling	SCSU Faculty Senate President	2023	X	3
Joe	Bertolino	SCSU President		X	2
Barbara	Cook	Chair, Graduate Council		X	3
Meredith	Sinclair	Chair, Undergraduate Curriculum Form		X	3
Trevor	Boczer	SGA		X	1

GUESTS

Chris Perugini	Michele Vancour
Craig Hlavac	Roland Regos
Esteban Garcia	Terri Bennetts
Julie Edstrom	Tracy Tyree
Maria Krol	Trever Brolliar

Faculty Senate President N. Starling called the 3rd meeting of the Faculty Senate to order at 12:12 p.m.

I. Announcements
    A. The Faculty Senate held a moment of silence to honor the memory of student Nico Saraceni.
    B. N. Starling welcomed the new representative from the SGA, Trevor Boczer
    C. K. Kruczek shared that the next forum on the proposed changes to the LEP would take place on Friday at 11 a.m. in Engleman A120.

II. Minutes of the previous meeting held on September 14, 2022, 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 the Faculty Senate Standing Committees
    A. Reports were received.
    B. Elections (K. Kruczek): Reminder to vote in the All-University elections.
    C. Finance (C. Simoneau): AAUP travel fund codes for the Travel Authorization form.
        i.   Description
            1. AY 22-23 Index Code
                a. FT (full-time faculty) Travel: AUP558
                b. FT Creative Activity Travel: VPA018
                c. PT (part-time faculty) Travel: AUP561
        ii. Destination
            1. Account Number
                a. In State: 705000
                b. Out of State: 705100
                c. International: 705300
                d. Virtual: 705600
    D. Rules (J. Webb): Small changes to the bylaws and the constitution are forthcoming; changes to the constitution will require a faculty referendum.

V. Reports of the Faculty Senate Special Committees
    A. UCF (M. Sinclair): Reminded Senators that a mock-up degree evaluation taking into account the proposed changes to the LEP has been distributed. Should the referendum pass, emails will be sent immediately following the results about where departments would like to move courses in tier-III to other areas of the LEP.
    B. Graduate Council (B. Cook): Shared a flyer for a meet and greet for graduate students. The Graduate open house will take place on Tuesday October 25 from 3-7 p.m. in the Adanti Student Center Ballroom. Departments should receive an email from L. Galvin about participating in a virtual open house; even if departments are not interested, it would be helpful to know this information.

VI. New Business
    A. Presentation by M. Krol, Chairperson of Nursing, regarding the proposed name change from the Department of Nursing to the School of Nursing. Please see presentation slides below.

B. After presentation, Senators moved to a non-binding vote to indicate support of the name change.
    i. Vote Tally
        1. Yes 37
        2. No 3
            a. The vote indicates that the Faculty Senate supports the name change of the Department of Nursing to the School of Nursing.

C. R. Gilliland, after discussion with the Body and with the Faculty Senate Parliamentarian L. Eilderts, **moved to consider** his motion, shared in the Faculty Senate Packet, paragraph by paragraph. **Seconded**.
    i. First paragraph
        1. Special appointments and part-time faculty will be eligible to vote in the LEP referendum.
        2. R. Mugno **moved to call the previous question**. **Seconded**.
            a. Vote Tally
                i. Yes 35
                ii. No 7
                    1. The motion to call the previous question **passed** with at least a 2/3 majority.
            b. Vote tally on the motion.
                i. Yes 12
                ii. No 30
                    1. The motion was **rejected**.
            c. With the rejection of the first paragraph, the remaining paragraphs of the motion are moot.

VII. Guests
    A. E. Garcia and H. Marx presented on Working with Undocumented Students: Barriers & Best Practices.
        i. At the presentation's conclusion, N. Starling and L. Eilderts shared and reminded the Body of Faculty Senate Resolution Number S-2018-10

VIII. Adjournment
    A. J. Webb **moved to adjourn. Seconded**.
    B. Meeting adjourned at 2:02 p.m.

_____

L. Eilderts
Secretary

Presentation from Nursing: "Department of Nursing" to become "School of Nursing"

Dear Faculty President Starling:

Attached are the Department of Nursing's documents supporting the change of name.

History:

In 1969 faculty members from the University of Connecticut School of Nursing were tasked with starting the nursing program at what was then the Southern Connecticut State College. Ms. Alba Immaculata, Phyllis Fitzgerald, Ellen Chuan and Elaine Raymond began the baccalaureate program in nursing following approval of the program by the Connecticut State Board of Nurse Examiners. The program graduated the first class in 1973. The RN-BS completion track was added at the same time. The School of Nursing operated as a school from its inception. The Associate Dean of the School was Ms. Elaine Raymond, Dr. Lillian Dibner the Chairman. The program began with 10 fulltime faculty and 6 part time. Originally, the program was accredited by the National League for Nursing Accrediting Commission (NLNAC). Beginning in 1997, accreditation through the Commission on Collegiate Nursing Education (CCNE) has been maintained.

The nursing program immediately established itself as a premier program attracting students from all over the State of Connecticut and neighboring states. Receiving over 300 applications for admission. In 1985 as a response to the growing need for Graduate Education, the school established the Master of Science in Nursing offering both degree and certificate programs in Nursing Education and Nursing Management. Both the BSN and MSN programs have continuously maintained accreditation by the CCNE.

Change from School to Department

The nursing program officially operated as a school from 1969 to 1987. In 1987, Southern Connecticut College decide to combine the School of Social Work and School of Nursing to create the School of Health and Human Services (SHHS), with this change only one Dean was required vs two in the previous structure. It was a financial move considering the enrollment status at the time in both schools had decreased. The school underwent restructuring, and a chairperson was appointed to lead the Department of Nursing. The Board of Regents was to be notified that going forth the school would be known as a department within the SHHS; however, the official change did not occur. While, calling ourselves a department was established at Southern, the Board of Regents continues to recognize the Department of Nursing as a School.

Structure & Growth

The Department of Nursing has unofficially operated as a department since 1987. It adopted Bylaws reflective of the Bargaining agreement and has updated them based on those changes. Due to the size of department, it has always had adequate representation on university committees and met the needs of the faculty and students. As evident by continuously restructuring its operation as it continued to grow the programs and increase enrollment to meet the needs of the workforce. In 2007, Dr. Cesarina Thompson, Chairperson, with the support of the Dean established the Accelerated Career Entry program. A program designed to attract second degree students, who would complete the program in 12 months. This program was a result of the growing shortage of BSN prepared nurses; with the intention of graduating second degree students in a timely manner. The nursing shortage is a problem that continues to need attention.

In 1995, the Department added the Family Nurse Practitioner track (FNP) and in 2007 it added the Clinical Nurse Leader track. Both programs expanded the role of the nursing program in nursing education. The FNP track attracts a large pool of students every year.

In 2011, the Department established the doctoral program in Nursing Education. It was designed specifically to educate nurses to become nurse educators in a response to the growing need for doctorally prepared educators in nursing. The Department of Nursing has continued to respond to the needs of the workforce by increasing access to a nursing education at all academic levels.

In 2021, the Department began to offer a second ACE track to address the demand for this program. Prior to adding the second track, the program accepted up to 36 students but has over 300 applications.

In Fall of 2022, recognizing that not all individuals wanting to achieve a nursing degree can attend full time day classes and addressing its responsibility to eliminate disparities in access to education, the Department of Nursing established a 3-year part time nursing program. This program is designed for working adults that desire to pursue nursing. The program is offered evening and weekends.

In addition to the need for programs; the department also has a strong history of success and ensuring students enter the workforce in a timely manner. The nursing program's pass rates have been amongst the highest in the state and nationwide. In the last 10 years the pass rate for first time UG BSN students has ranged from 90-100%, for ACE first time testers it has been 95-100%, The Family Nurse Practitioner program has had pass rates of 100%.

Faculty and Administrative Support

Currently the nursing department employees consists of 21 full time faculty, along with several SUOAF and clerical support staff. This growth is in line with the enrollment growth outlined above. Some specific and targeted staff growth is described below.

In 2018, the Clinical Education Office was created to support the demand for clinical placements of both our undergraduate and graduate students. In order to support the demand a second Clinical Coordinator was added as well. At least 50% of educational hours must be clinical for UG and a minimum of 500 hours is required for the FNP students This office oversees the clinical and laboratory placement of approximately 300 students with an anticipated increase as the programs expand. In 2019 to support the current and anticipated increase in students two Simulation Coordinators were added to support the simulation education of all undergraduate students. This was especially beneficial during Covid 19 since the department had to switch to virtual simulation.

A nursing Admission and Enrollment position was created to support admission to all five nursing programs (BSN, ACE, RN-BSN, MSN, and EdD).

The Department of Nursing has been led by the Chair with the support of program directors (previously known as program coordinators). Each program has an appointed director that oversees the curriculum and the student needs (BSN, ACE, RN-BSN, MSN and EdD). Each director receives reassigned time to manage the programmatic and curricula responsibilities from their respective focus areas.

The department has the support of a Secretary 2 and Office Assistant. These positions support the chair, directors, faculty, and students. In August, with the anticipated development of the Interprofessional Education (IPE) program and Interprofessional Healthcare Simulation (IPHS) program; an Administrative

Assistant was added. This position will support the Executive Director of Healthcare Programs that will oversee the IPHS and IPE programs.

The Department of Nursing currently and historically maintains its own budget and program resources, and this request to change from Department to School will place no additional fiscal burdens on the College of Health and Human Services nor the University. While the change from being a school to a department occurred in 1987, the Department of Nursing consistently operated and managed a distinct Operating Budget (HHS 028) which is overseen by the Chairperson and Dean of Health and Human Services. Any additional resources that the Department of Nursing may require will be supported by the growth in the number of students admitted. The Department of Nursing will not require any resources from other departments, and as a matter-of-fact nursing has supported other departments within the CHHS in previous years.

Structural Changes

Why School and not Department

The Department of Nursing has demonstrated that over the years it has functioned at the level of a school, specially when compared to other nearby programs. It has been able to identify and put in place programs that address the needs of the changing healthcare setting and the population it aims to serve and educate. The Department is a unique program within the College of Health and Human Services and that of the other State University with the exception of UCONN who has a school of nursing. Central Connecticut's nursing program and West Conn's program each have traditional BSN completion degrees and several master's and doctoral programs they do not have the breadth of our offerings nor the enrollment. The Department of Nursing at SCSU is more in alignment with the model used by other nursing programs in the state such as the University of Connecticut, Sacred Heart University's School of Nursing, Fairfield University and Quinnipiac. In terms of undergraduate nursing, we have more programs than they each have; similar schools only have one traditional BSN and one accelerated BSN, while we have two traditional and two accelerated tracks in addition to the multiple master's and doctoral programs.

Addressing the needs of the public

Since, 2015 the Department of Nursing has been more intentional about admitting more students. A new pathway was created to recruit and retain higher achieving high-school students. The Department of Nursing started admitting students as direct admit students guaranteeing them placement in the nursing program while continuing the college admission pathway admission's program. The direct admit pathway not only benefited students but also the university. Once these students reached the end of their freshman fall semester, the burden of advising these students was shifted to the Department of Nursing. Nursing has also increased the number of students admitted from 110 in 2015 to approximately 180 students in 2022. Nursing has a commitment to increase the number of students it admits to 222 by 2025. This is in response to the shortage of graduates in the State of Connecticut. Currently, the need for graduates is estimated to be 3000 annually, while programs in the state only graduate 2000 students per year.

Changes occurring to support expansion: The problems in nursing as a profession have finally garnered the attention of the Governor and the Healthcare facilities. They have recognized the important role

they play in securing the health of the CT population. This requires us to work with each other to begin to solve the problem of the nursing shortage.

Steps to Solve the Problem of the Nursing Shortage

*Yale New Haven Health Partnership***:**

Therefore, in the Spring of 2022 Southern's Department of Nursing led by the Dean of HHS entered into a partnership with Yale New Haven Health System. This agreement will benefit the Department of Nursing and the current and future students it educates. It will enable us to open the door for more students to be able to attend college and graduate with a Bachelor of Science degree in Nursing. As part of our agreement, we need to increase diversity, and increase enrollment.

- In 2021 to address the need to increase the diversity of the program the Department of Nursing began a more holistic approach to admitting students to the program. We are tasked by the latest Future of Nursing Report 2020-2030 to increase the diversity of the nursing workforce and that means admitting more students to our program from diverse backgrounds. In previous years our nursing admissions only accounted for approx. 15% of diverse students, with our new model 52% of our admitted students are diverse.

- The Department is also seeking high school students that can come to Southern with a minimum of 25 college credits. These students will be given the opportunity to enter the nursing program earlier and complete their education in three years. Once again addressing the nursing shortage by graduating more students.

- The Department of Nursing is very proud to be able to live up to our mission and vision of a diverse student body and diverse nursing workforce. However, as we know not all high schools in CT offer the same education, not all students come to Southern prepared to be successful, they all have a desire but sometimes their high school education is a barrier. This partnership has provided the funds to support the hiring of a Student Engagement Specialist for our program. This position will work with our students to ensure that we identify any barriers to their success in the nursing program.

- It has also funded a Coordinator for Nursing Scholarships and Early College Programs. This position will identify the high school students in CT and make sure that they are prepared to enter Southern's nursing program. Because now we are also able to offer financial aid to more students than ever before the barrier of the inability to pay for school is minimized. This coordinator for scholarships will manage scholarships in coordination with financial aid office.

- Funding has also been providing to add a Laboratory Coordinator. This position supports our courses with laboratory education component. These courses are critical to assisting with practice ready skills as students enter clinical education experiences and ultimately enter the workforce.

This partnership with YNHHS clearly sets the path for expansion of all nursing programs at SCSU. This expansion, in turn, demonstrates the rationale for the Department of Nursing to revert back to its original designation as a School of Nursing.

CT Health Horizons

Purpose
CT Health Horizons is a three-year initiative that will work collaboratively across Connecticut's nonprofit institutes of higher education to grow and diversify the nursing and social work student body and workforce. The program is designed to work collaboratively with higher education and healthcare providers to create partnerships that ease career pathways for students to develop and retain talent in-state.

Funding Opportunity
CSCU is serving as the lead project and fiscal manager for this funding opportunity for nonprofit colleges and universities with nursing and social work programs located in Connecticut. CT Health Horizons will support three strategic areas:

1. **Tuition assistance** to incentivize low-income and minority students to enter access cost-effective nursing and social work programs.
2. **Faculty support** to rapidly expand seat capacity and train the next generation of social workers.
3. **Innovative programs** to promote partnerships between healthcare employers a higher education to accelerate entrance into careers in nursing and social work.

As part of the state system, SCSU will benefit from this investment.

Conclusion

As evidenced above, the structure for school status is in place. It is by design functional, and sustainable for the long term. The Department of Nursing is similar to most other schools of nursing; continually strategizes to increase enrollment, employees a large array of faculty and staff, and has the infrastructure necessary to continue its Board of Regent designation as a School of Nursing. Being recognized as such by the Faculty Senate within our university is an endorsement of respect for the Dean, faculty and administrative faculty and staff who continuously strive to offer placements, and education to meet the needs of the public.

School of Nursing

Founded 1969

Southern Connecticut State University

Founded in 1969 as the School of Nursing in the Southern Connecticut State College
Founders: Elaine Raymond, Alba Immaculata, Phyllis Fitzgerald and Ellen Chuan

1969	1973	1997-2022	1985	1987	1987	1995	2007	2007	2011	2022	2022
•School of Nursing Founded at SCSC	•1st Graduating Class 13 students With BSN	•CCNE •accredited	•MSN Program •Nurse educator & •Nursing Mgt	•The School of Human and Health Services is formed. SON is changed to department	•ACE Program •started	•MSN: •Family Nurse •Practitioner Program	•MSN •Clinical Nurse Leader Track	•ACE program •1st cohort	•EdD •In Nursing Education	•ACE program •2nd cohort	•3. yr. part time program admitted 1st cohort

Southern Connecticut State University

School of Nursing

BSN approved in 1969 by the Connecticut State Board of Nurse Examiners.

Originally, the program was accredited by the National League for Nursing Accrediting Commission (NLNAC).

Beginning in 1997, accreditation through the Commission on Collegiate Nursing Education (CCNE) has been maintained.

EdD program accredited by NAECHE

School of Nursing

Traditional BSN (TBSN)	RN-BSN (BSN completion degree)	Accelerated Career Entry (ACE)	Master of Science in Nursing	EdD- Doctorate in Nursing Education
Full time day program 110 student 3 yr. Part time eve/weekend program 15 students Goal: 145	Fully online completion degree program 5-25 students	Individuals with BA/BS. 12-month day program. 2 cohorts: summer and winter Each: 15-36 students Goal: 72	Degree and Certificate programs Family Nurse Practitioner Clinical Nurse Leader Nursing Education Goal: add Leadership and Management	Fully online 3-year program Running 6th cohort

School of Nursing

Rationale for Name change:

Nursing is distinct from other departments within the CHHS.

The faculty and Dean support the change of name

The organizational structure is efficient.

There are 21 full time faculty (18 tenure track, 3 Special appointments)

The nursing program has remained fully accredited since its inception.

*Nursing representation on University-wide committees has been adequate to support nursing.

Nursing maintains own OE budget, lab fee. No financial impact on University, and CHHS.

Within our own professional organizations, the person directing the program is a nurse

.

Southern Connecticut State University

School of Nursing

Teaching Faculty

.
18 full time tenure track
3 Special appointments

6 part time fall faculty
3 part time spring faculty

Clinical/Lab Adjunct Faculty

40-60 Faculty

Clinical Education Office: Director

2 Clinical Coordinators
2 Simulation Coordinators
1 Lab Coordinator
1 Lab Technician

Administrative Faculty

Asso. Director of Nursing Admissions & Enrollment

1 Admission Representative
1 Coordinator for Nursing Scholarships and Early College Programs

Student Engagement Specialist

Southern Connecticut State University

School of Nursing

The future:

* Continue historical legacy of Nursing @ SCSU as a highly-regarded program.

* Enhance stature, visibility and reputation of Nursing program at SCSU and community-at-large.

* Allow Nursing to operate independently, which we are effectively already doing.

- NO increased costs to CHHS and University. Faculty lines and support staff will be funded by CT Health Horizons Grant and increase in student enrollment.

- Be assured that Nursing is working to create outside funding that will continue to sustain the nursing program, and this will also benefit the university's programs as well

- Southern supplies 70% of graduates to the YNNH and 95% of graduates work in the State of CT

School of Nursing

The future:

* Nursing operates as a School under the leadership of the Dean of HHS.

*There will not be any changes in Nursing's Curriculum Committee (5 faculty serve) (DCC) & Evaluation (DEC) 5 faculty members serve on committees. 1 faculty serves as the University at large DEC member.

* Two -faculty members will continue to serve as Faculty Senator.

* Two core-faculty member will continue to serve as Graduate Council representative.

* The chairperson role will remain as is.

- Each program will continue to have a program director, they will continue to have monthly curriculum committee meetings.

- Nursing will continue to hold meetings.

* Nursing has functioned independently for the last 52 years. The model is sustainable.

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School of Nursing

Yale NHH and CT Health Horizons Funding

1. Increase enrollment

2. Financial Aid to needed nursing students

3. Fund added faculty lines, and Support Staff

4. Create innovative pathways within the CHHS by creating pathways to educate the BSN, MSN students and students in other programs in CHHS.

5. Future: CHHS clinic with existing clinical partnerships and CHHS departments

Southern Connecticut State University

Working with Undocumented Students:
Barriers & Best Practices

Who are we?

Our support team of faculty, staff, and students --
the DREAMers Action Alliance -- has three primary goals:

• Identify and break down barriers faced by undocumented students and their families.

• Engage the campus community in conversations about immigration issues, and to educate the community about the realities of being an immigrant in the United States.

• Advocate for policies that support our students on the campus, state, and national level.

I AM AN UNAFRAID EDUCATOR INVESTED IN WORKING WITH & FOR UNDOCUMENTED STUDENTS & FAMILIES IN CONNECTICUT

Today's Objectives

- Review concepts such as Undocumented, DACA, etc.
- Overview of 5th Circuit Court decision regarding DACA.
- Implications to students (locked out majors, careers, etc.)
- Resources available to students, faculty, and staff.

Photo by: Alex Ortega | June 15, 2022

Terminology

- Undocumented immigrant
- Deferred Action for Childhood Arrivals (DACA)
- Path to "legalization"

October 5th Court Decision on DACA

► On Oct. 5, the U.S. Court of Appeals for the Fifth Circuit issued a decision on the 2012 Deferred Action for Child Arrivals (DACA) policy. The court partially affirmed the district court's July 2021 decision declaring the 2012 DACA policy unlawful. However, the court of appeals preserved the partial stay issued by the district court in July 2021 and remanded the case back to the district court for further proceedings regarding the new DHS DACA regulation published on Aug. 30, 2022 and scheduled to go into effect on Oct. 31, 2022.
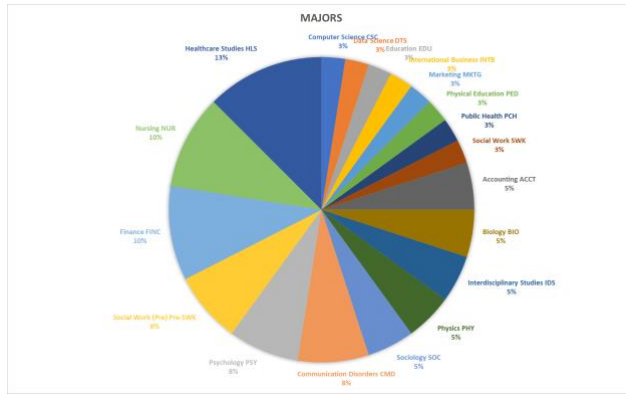
Quick Facts

► The number of undocumented immigrants in the U.S. has not changed significantly in the last decade 11.3 million

► Most have been in the U.S for more than a decade 2/3

► Most are working account for 1-in-20 workers

► Not all are Latinx Fastest growing population is immigrants from Asia

Demographics	Estimate	% of Total
Unauthorized Population	113,000	100%
Top Countries of Birth		
Mexico	17,000	15%
Guatemala	14,000	12%
Brazil	12,000	11%
Ecuador	11,000	10%
India	7,000	7%
Regions of Birth		
Mexico and Central America	41,000	36%
Caribbean	10,000	9%
South America	37,000	33%
Europe/Canada/Oceania	7,000	6%
Asia	14,000	13%
Africa	3,000	3%

Years of U.S. Residence		
Less than 5	29,000	25%
5 to 9	22,000	20%
10 to 14	23,000	21%
15 to 19	22,000	19%
20 or more	17,000	15%

https://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/CT

Profile of Undocumented Students at Southern (Spring 2022)

Major		Percentage	Average GPA
Accounting ACCT		5.00%	3.33
Biology BIO		5.00%	2.95
Communication Disorders CMD		7.50%	3.70
Computer Science CSC		2.50%	0.00
Data Science DTS		2.50%	2.94
Education EDU		2.50%	3.33
Finance FINC		10.00%	3.03
Healthcare Studies HLS		12.50%	3.16
Interdisciplinary Studies IDS		5.00%	2.49
International Business INTB		2.50%	2.50
Marketing MKTG		2.50%	3.40
Nursing NUR		10.00%	3.50
Physical Education PED		2.50%	3.56
Physics PHY		5.00%	1.47
Psychology PSY		7.50%	3.05
Public Health PCH		2.50%	2.86
Social Work (Pre) Pre-SWK		7.50%	3.93
Social Work SWK		2.50%	3.80
Sociology SOC		5.00%	3.27
Grand Total		**100.00%**	**3.08375**

Profile of Undocumented Students at Southern (Spring 2022)

Ethnicity	Percent	Average GPA
Black or African American	10.00%	2.89
Hispanic/Latino	70.00%	3.32
Nonresident Alien	7.50%	2.14
Unknown	2.50%	3.09
White	10.00%	2.32
Grand Total	100.00%	3.08375

Class Status	Percent
Freshman (Spring 2022)	22.50%
Graduate (Spring 2022)	10.00%
Junior (Spring 2022)	12.50%
Senior (Spring 2022)	47.50%
Sophomore (Spring 2022)	7.50%
Grand Total	100.00%

What barriers do you think undocumented students face once they are in college?

1. Ineligible for specific degrees/professional licenses that require state certification

2. Cannot study abroad

3. Not eligible for many paid internships

4. Some undocumented students "stop out" of school to work and save money

5. Lack of knowledge of support on campus

Barriers Lead to Increased Mental Health Needs

- Deportation
- Family Separation

Fear

- Uncertain Future
- Pressure

Anxiety

- Substance Abuse
- Suicide

Depression

Shame

- Blaming
- Alienation
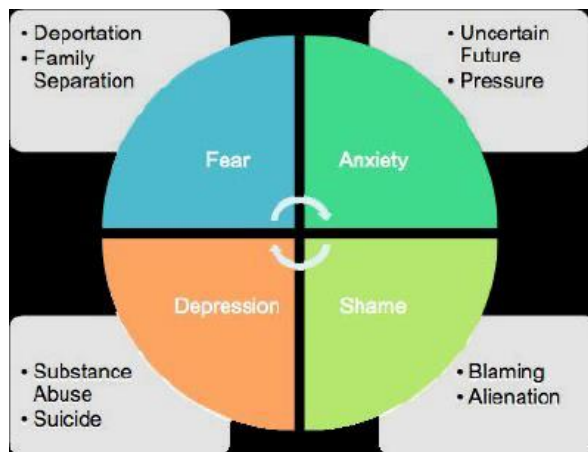
Source: Penn for Immigrant Rights, Dream Activist PA, & Immigration Policy Center

Talking with Undocumented Folks: A Few Tips

1. Do not act surprised or make the person feel uncomfortable

2. Make it Known that You are Supportive

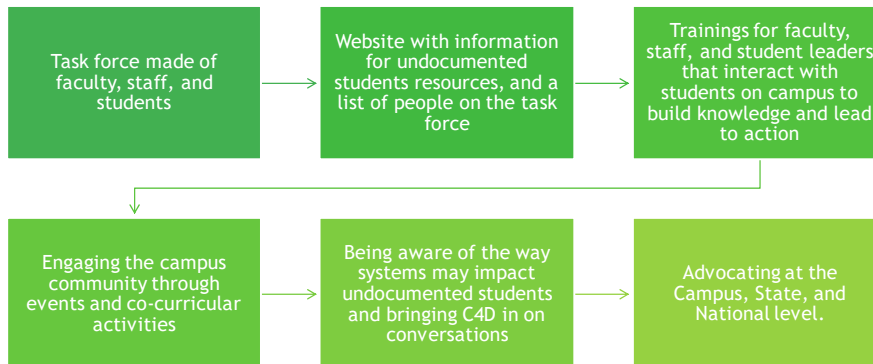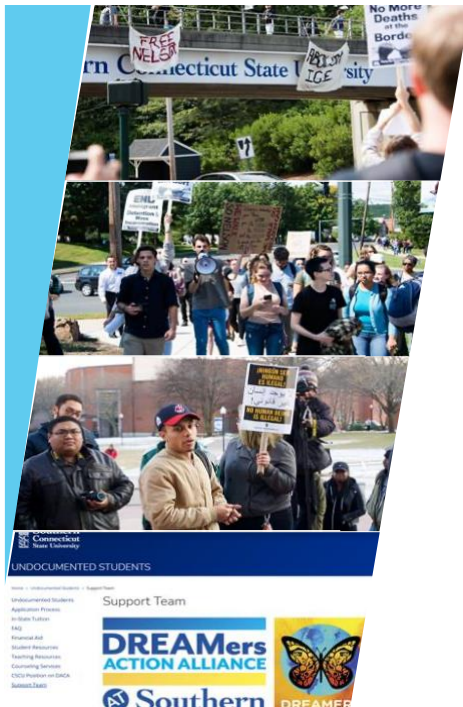3. Be informed - Have resources/ talking points ready

4. Keep a person's status private

5. Empower Folks to Find Information and Resources

What are/ have been some things Southern is doing to support undocumented students?

Task force made of faculty, staff, and students → Website with information for undocumented students resources, and a list of people on the task force → Trainings for faculty, staff, and student leaders that interact with students on campus to build knowledge and lead to action

Engaging the campus community through events and co-curricular activities → Being aware of the way systems may impact undocumented students and bringing C4D in on conversations → Advocating at the Campus, State, and National level.

Questions & Additional Resources

- Esteban Garcia – GarciaE20@southernct.edu
- Helen Marx – MarxH1@southernct.edu
- www.southernct.edu/undocumented-students

STANDING COMMITTEES

Academic Policy Committee (APC)

MINUTES 10/19/2022
Academic Policy Committee
Online meeting via Teams

Attendance:
Raymond Mugno, Kevin Siedlecki, Patrick Crowley, Rex Gilliland, Jia Yu, Dush Jayawickreme, Paul Petrie, Melanie Uribe, Michele Delucia

Review status of P&T reform projects
   a) File size subcommittee: Continue to finalize edits on recommendation to reduce file size, will provide update next meeting.
   b) Dept guidelines subcommittee: Continue working on recommendation for department guidelines. Sub-committee to contact DECs/Chairs to get 3 department guidelines from different disciplines following new format (3 pages max)
   c) DEC/Dept chair letters subcommittee: Continue working on letter examples and templates. Present at least 2 samples for each letter from different disciplines

Two recommendations ready for EC to review.
   • P&T Procedures Revisions File Inclusions (Statements and word limit)
   • P&T Procedures Revisions Weighting Revisions

Micro credentialing
Working with UCF and Grad Council to help craft resolution that will outline what is curriculum. Need to contact AAUP for information on non-credit work and contracts.
Syllabi Statement Repository

Start research on what is required and what is recommended
Suggestion of creating a website to hold all statements and faculty can just add link to syllabi

Elections Committee (EC)

Finance Committee (FC)

No report

Personnel Policy Committee (PPC)

Rules Committee (RC)

10/19/2022

Attendee's: Miriah Kelly (EGMS), Jeffrey Webb (CHE), Richard Zippoli (CMDS), Troy Paddock (HIS)

Chair: Jeffrey Webb

The committee is still waiting on edits to several of our recent draft proposals from the E-Board so they can be moved into a formal resolution and brought to the floor of the faculty senate…

The committee then discussed our new charge of digging back into crafting a policy / system for student academic complaints. Where the chair brought forward our notes from previous discussions in the Spring when we started on this topic. (See previous meeting notes at the end of this document)

We then looked at the Southern Website for where such a policy might best be posted, maybe under student life adding a section like a Having a Problem? Or Having an Issue? …

Another section was to maybe have a member of the student affairs staff that could be trained as an ombudsperson to support the students for issues like this…..(suggestion for a new position or responsibility) but their role would be just to direct them to the procedure on a website..)
We did all agree on a simple flowchart (or procedure):
Go to the Teacher or Instructor first; if not satisfied,
Then go to Dept Chairs Office; if not satisfied
Then go to Dean's Office; If not satisfied ??

The committee then split up and agreed to look into some university with something comparable on complaints we could use as a model.
We agreed to look into: our sister universities as well as some other comparable universities around the country: Like Bryant, UCONN, Oregon State, and some New York universities.

Meeting adjourned at 1:00 pm

Respectfully submitted,

Dr. Jeffrey A. Webb

Notes from RULES committee previous complaint policy discussion from Last Spring 2022:

3/23/22 meeting notes:

Committee starting on new topic of policies surrounding student complaints:

Guest: Associate Dean Dr. Craig Hlavac, Sara Gossman (SGA President)

The meeting started with a discussion with Dr. Hlavac about the issue and what he has seen about student complaints in the Dean's office. (see below for a formal request Dr. Hlavac made for the senate to look into this issue)

> I am writing to request an ad hoc committee be formed to discuss the development of a unified policy surrounding student complaints. In each of our roles, we have heard from students and faculty with thoughts on how student concerns are either collected or addressed – and often not in a positive light. Most students are not well-informed about the specific levels of our organization and thus do not know where to turn should they have a concern. In many cases, this means students come to administrative offices when their issue might be better dealt with at the department level. On the other hand, on occasion there are instances in which a student concern is serious enough that the administration should be alerted and be part of the resolution process. Unfortunately, in my experience, these processes are not well-defined.

Dr. Hlavac remarked that he see's Chair's (of various department's) regularly ask why is the dean's office involved in things that the chair should be responsible for, when it was a student who approaches the Dean's office first. This is especially an issue when student go to the President or the Dean of Students, since these referrals need to be acted upon by that office. Dr. Hlavac also discussed how he felt with some of the complaints there was a need for the student to be heard and responded to in a timely manner.

A committee member suggested the Ombudsman as a possible place for complaints to go and get routed.

Another committee member suggested that polices or language for this should also be included for students as part of maybe an FYE or INQ class. This was mainly because one of the primary issues is students who are unaware of where / who to go to with complaints.

Another member suggested that this committee needs to take care to stay in our lane and develop policy for academic complaints/issues.

Another member suggested that this should go on a one stop website where students can access it easily.

Sara then addressed the committee about this issue from the student point of view: She Talked about how this should be mainly academic complaints, she advocated for some streamlined ways to submit concerns to the right office…. Maybe a website where students could find the right place to go for concerns, whether they be tech, academic, or other…. Because the problem as she see's it is that

students regularly are NOT aware of the process and where / who to talk too. She also advocated to keep the information/policy clear and concise for 1st generation students to be able to easily read and understand, since in her opinion policy language often gets confusing and is left unread when students get confused or frustrated.

As the meeting was wrapping up several members discussed possibly building of the structure in the grade appeal policy or academic misconduct policies as we construct this academic complaint policy / procedure. The committee also discussed with the guest's about anonymity with the complaints. This led to a broader discussion of the power dynamic inherent to the student/teacher relationship and a member suggested that the policy also mention the end of semester student survey's as a possible (additional) route for students to maintain their anonymity with complaints.

More notes from RULES 4/20/22 meeting:

After a discussion of those final proposed edits the committee then moved onto our next task looking into developing a academic student complaint procedure. Building off the discussion with the interested parties at our last subcommittee meeting, the members discussed ideas on how to begin developing/formulating a formal Academic Student Complaint Procedure for possible implementation in the future.

10_19 SPC Minutes
In Attendance:
Guest:

Call to Order:
Announcements:
Old Business:

- **Pass/fail Policy:** Share resolution
- **Catalog Policy on Reporting Non-Attendance:** Share resolution

New Business

- **Review of Incomplete "Extension" Deadline Default" date (Registrar/Advising):** Discuss issues and possible changes in the "30 days into the next semester" policy regarding resolving Incompletes (not I+).
- **Clarity on "Flow" for Student Academic Complaints (SGA)**- moved to different committee
- **Instructor specific Attendance policies (SGA)**
- **Admissions Deadlines (Advising):** Moved to different committee

Technology Committee (TC)

Undergraduate Curriculum Forum
October 13, 2022 Meeting Report

Actions
- Approved - Motion from StAR to approve the Earth Science self-study. The self-study is available for review in the UCF Teams space.

Course & Program Proposals
New & Revised Courses Approved
- New Courses
    - SOC 352 – Contemporary Issues in Criminology and Criminal Justice
    - SOC 353 – Neighborhoods and Crime
- Revised Courses
    - BIO 235 -> BIO 351 – Histology
    - MGT 402 – Managing Diversity
    - MKT 410 – Product and Marketing Planning

Revised Programs Approved
- BS Sociology, Criminology and Criminal Justice
- Minor, Criminal Justice
- BS Biology
- BS Computer Science, General

New Programs Approved
- none

W Courses Approved
- HLS 440 – Research Methods for Evidence Based Healthcare

Special Topics Courses Logged
- MUS 398 – Entrepreneurship for Musicians (1st time; Spring 2023)
- CSC 398 - Bioinformatics Algorithms (1st time; Spring 2023)
- SOC 398 – Understanding Fascism (1st time; Spring 2023)
- ENV 498 - Spatial Analysis and Visualization of National Parks (2nd time; Spring 2023)

Other Notes

- Minutes from Ad Hoc workgroups can be found in the UCF Teams space (along with minutes from all UCF committees).
- Departments should review the mock-up degree evaluation chairs received showing impact to programs should the LEP revision pass. This is provided to aid faculty in deciding how to vote in the upcoming referendum by helping them to understand impact to their degrees.
  - Departments should reach out to LEP Director Braxton Carrigan if they have questions or would like to discuss alternatives.
  - Should the referendum pass, approval of the degree evaluation will be all that is required to put these changes into effect; no revised program proposal is required.
- Should the LEP referendum pass, all departments with Critical Thinking or Tier 3 courses will be immediately contacted to initiate an expedited process to move courses to a category in Explorations.
- Reminder that all faculty can view proposals, minutes, and other UCF documents in the UCF Teams space (linked via Confluence).

Respectfully submitted,
Meredith Sinclair, UCF Chair
October 13, 2022

Resolution Regarding Revisions to the Pass/Fail Graduate and Undergraduate Policies

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, Revising the Pass-Fail policy will provide students with increased clarity; now therefore, be it

Resolved, That the existing Pass-Fail Policy for Undergraduate and Graduate students be revised according to the changes indicated below in red font color and strike-out:

Undergraduate Pass-Fail Policy:

With required consolation of an advisor, department chair, or an Academic Advising Specialist in Academic Advising ~~With the endorsement of their advisor (if the advisor is the instructor for the course, please see~~

~~the Department Chairperson instead),~~ matriculated students who have completed at least 45 credits are eligible to register for certain courses on a Pass-Fail basis. The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted. The Pass-Fail option may only be used for a free elective or cognate course that is not applied or shared with the general education (LEP), major, or minor requirements. Students may take a total of five courses on a Pass-Fail option, with only one taken in any given semester.

The final grade will be reported as "S" if the final grade earned is "D-" or higher. This grade has no effect on the GPA, but does count as attempted credit. If the final grade earned is not passing, the final grade will be reported as "F". This grade will impact the GPA and does count as attempted credit.

Courses taken for Pass-Fail might not be accepted for transfer credit when attending another institution; are excluded from GPA calculations which may impact a student's ability to meet certain GPA requirements needed for their major, graduation, or honors; and may not be satisfactory in meeting prerequisite requirements when applying to graduate programs. Consulting an advisor, as documented with the Pass-Fail Form, serves as evidence that the student is aware of the potential impact of their decision.

Once a student selects the Pass-Fail option it will not be possible to revert to a graded option following the add/drop period for the course. The Pass-Fail contract must be endorsed by their advisor prior to the start of the 4th week of the fall or spring semester, or prior to the start of the 2nd week for courses in a shorter term.

Graduate policy Pass-Fail Policy:

With required consultation of their graduate program advisor (if the advisor is the instructor for the course, consultation with program coordinator, chairperson, or Dean) ~~With the endorsement of their graduate program advisor~~, matriculated students who have completed at least 9 credits of graduate work with a "B" (3.0) or higher average are eligible to register for certain courses on a Pass-Fail basis.

The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted.

The final grade will be reported as "S" if the final grade earned is "C" or higher. This grade has no effect on the GPA, but does count as attempted credit. If the final grade earned is "C-" or below, the final grade will be reported as "F". This grade will impact the GPA and does count as attempted credit.

Required courses may not be taken under the Pass-Fail option and no more than one elective course in any program may be taken under the Pass-Fail option. Undergraduate courses listed in any program that students are required to take to strengthen their academic backgrounds may not be taken under the Pass-Fail option. There is no limit on the number of courses, which are not a part of the program that may be taken under the Pass-Fail option.

Courses taken for Pass-Fail might not be accepted for transfer credit when attending another institution; are excluded from GPA calculations which may impact a student's ability to meet certain GPA requirements needed for their program or graduation; and may not be satisfactory in meeting prerequisite requirements when applying to other graduate programs. Consulting an advisor, as documented with the Pass-Fail Form, serves as evidence that the student is aware of the potential impact of their decision.

Once a student selects the Pass-Fail option it will not be possible to revert to a graded option following the add/drop period for the course. The Pass-Fail contract must be endorsed by their advisor prior to the start of the 4th week of the fall or spring semester, or prior to the start of the 2nd week for courses in a shorter term.

Resolution Regarding Revisions to the Never-Attended Policy

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, Revising the Attendance Policy will provide greater transparency and clarity for students;

Whereas, Revising the Attendance Policy for students who are attending some courses and are reported as Never-Attended in any course at the end of the second week are treated in an equitable way to those who withdraw from a course in the second week as relates to refunds; now therefore, be it

Resolved, That the existing Attendance Policy in the Undergraduate and Graduate Catalog be revised according to the changes indicated below in red font color and strike-out:

Attendance Policy

Regular class attendance is expected by the University and is the responsibility of the student. It is the responsibility of the student to understand the attendance policy in each course he or she takes, as outlined in each course syllabus. When absent, students remain responsible for finding out what class activities occurred during the absence and making up missed work if the instructor permits it. When a student knows in advance that it will be necessary to miss a class session, the student should inform the instructor.

When a student has missed a significant portion of coursework, which may be difficult or impossible to make up, the student should confer with the course instructor to explore options, including withdrawal or late withdrawal from the course. The student also may consult with an Academic Adviser, the Dean of Students or designee, or the Registrar's Office to consider various options.

Absences occasioned by official University activities, such as participation in conferences, intercollegiate athletic events, musical performances, and other events, must be documented in advance through the Office of the Dean of Student Affairs. A student that knows that such absences will occur shall confer with the instructor in respect to such absences. Students may also contact the Office of the Dean of Student Affairs with questions about the University's policy on class attendance.

Reporting Non-Attendance or Non-Participation

In order to ensure compliance with the United States Department of Education (US DoE) financial aid reporting requirements, Southern Connecticut State University monitors attendance and reports all students who stop attending or participating in on-ground classes or stop participating in online classes to the US DoE. This policy pertains to undergraduate and graduate students.

- ~~Students who have never attended or participated in a class by the end of the second week will be reported to the Registrar via the designated electronic reporting portal. The student will be removed from the class roster by the Registrar's office unless approved for reinstatement in the third week.~~

~~For a class that is less than eight weeks, the student must attend or participate by the end of the first week and may be approved for reinstatement in the second week.~~

- ~~Students who have attended at least one class must be reported as attended but will receive a grade of FS. The faculty member will enter this grade and include the last date of participation when submitting both midterm and final grades. The FS grade will appear as an F on student transcripts.~~

- Students who have attended or participated in at least one class must be reported to the Registrar's Office as 'Attended' during the one-time attendance collection period at the start of each term.

- Students who have 'Never Attended' or participated in a course by the end of the second week, but are attending other courses at the university, will be withdrawn from the roster of the not attended course and a grade of 'N-Never Attended' will be recorded on the transcript. Full-time students do not receive a refund for individually withdrawn courses, but part-time students are issued a 60% course refund when withdrawn in the second week.

- Students who have 'Never Attended' or participated in all registered courses by the end of the second week will be dropped from the university, all tuition and fee charges are reversed, and the courses are removed from the student's transcript.

- Students who have been removed from the roster for non-attendance, may be approved for reinstatement by the instructor in the third week.

- For a course that is less than eight weeks, students must attend or participate by the end of the first week and, if removed from the roster for non-attendance, may be approved for reinstatement in the second week.

- When students start attending a course and then stop attending later, the instructor shall issue a midterm/final grade 'FS-Failure Due to Stop Out' along with a last date of attendance.

Never Attended Policy Revisions:

UG : https://catalog.southernct.edu/undergraduate/registration-policies.html
GRAD: http://catalog.southernct.edu/graduate/registration-policies.html

CURRENT POLICY:

	Student Action	**Registrar Action**	**% refunded**
Week 1	Student initiated "drop" of course in first week. Student Withdraws from University for the semester.	Dropped course(s) Nothing on transcript	100%
Week 2	Student initiated "withdraws"	Withdrawn from roster "W" on transcript	60%
	Student attended some courses, but not all, however did not initiate withdraw from course they did not attend. Reported by instructor at end of week 2 as Never-Attended.	Removed from roster, but not withdrawn from course, thus treated re billing as still in course "N" on transcript	0%
	Student never attended any course, reported at end of week 2 as Never-Attended.	Dropped from the University for semester	100%

PROPOSED POLICY REVISIONS:

	Student Action	**Registrar Action**	**% refunded**
Week 1	Student initiates "drop" in first week	Dropped course Nothing on transcript	100%
Week 2	Student initiated "withdraws" from a course, but still in other courses	Withdrawn from roster "W" on transcript	60%
	Student attended some courses, but not all, however did not initiate withdraw from course they did not attend. Reported by instructor at end of week 2 as Never-Attended.	Withdrawn from Roster "N" on transcript	60%
	Student never attended any course, reported at end of week 2 as Never-Attended.	Dropped from the University for semester	100%

*Never-Attending report is completed at the end of week 2. The Registrar allows a week for students/instructors to seek re-instatement. At the end of week 3 the registrar acts on week 2 attendance report for any students not re-instated.

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Revisions to The Faculty Senate 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; and

Whereas, The Faculty Senate is responsible for making changes to the chairperson's document; therefore, now, be it

Resolved, That the following changes to the bylaws of the Faculty Senate be approved:

Within section IX. B. 1. Removing "immediate" from the Past President line.

Within section IX. C. remove the following "A Chairperson (or Co-Chairperson) may serve successive terms, but shall serve no more than three successive terms. If a standing committee has co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote."

Add in section IX. D. to read as follows:

"D. Committee Chairpersonship:
        1.) Expectations: Subcommittee chairs are expected to attend executive committee meetings, regular faculty senate meetings, or other meetings as the need arises. Additionally, subcommittee chairs are expected to set the agenda, run their committee bi-weekly meetings, and ensure minutes are available and provided to the faculty senate secretary in a timely manner.

        2.) Co-Chairs: Occasionally, as the need arises subcommittees may choose to elect co-chairs instead. Co-chairs are held to the same responsibilities as an individual chairperson would. Finally, while both co-chairs may attend executive meetings, each senate subcommittee shall have only one vote on executive committee business, therefore only one co-chair shall be designated to vote.

        3.) Term Limits: A chairperson may serve successive terms, but shall serve no more than three consecutive terms. Co-chairs have the same term limits as outlined for an individual committee chairperson.

FS Approved 4/1/20

Southern Connecticut State University
Faculty Senate
<u>Bylaws</u>

I. **Membership in Voting Units[1]**

A. This section defines the terms *full-time member*, *part-time member*, *voting unit member*, and *department member*. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:

1. A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.

2. Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).

3. A full-time faculty member who has responsibilities of more than six semester hours per semester in a department shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.

4. A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

5. Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

[1] Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

6. A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.

7. The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.

B. Realignments of Voting Units

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.

II. Election of Senators

A. Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

B. Voting units for full-time members shall use the following election procedures:

1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.

C. The voting unit for part-time faculty shall use the following election procedures:

1. The Faculty Senate Elections Committee shall conduct the election.

2. There shall be no more than one Senator elected from any department.

3. Those candidates with the highest vote counts shall fill vacant part-time seats.

D. Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.

2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.

3. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.

- 2 -

E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.

F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.

G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. **Accountability of Senators**

A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.

B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).

C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.

D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. **Quorum**

A. All official Faculty Senate business including voting requires a quorum. Fifty percent (50%) of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

V. **Rules of Order**

A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

VI. **Order of Business**

- 3 -

A. The order of business at regular meetings of the Faculty Senate shall be:

1. Announcements relevant to the Faculty Senate
2. Approval of the minutes of the preceding Faculty Senate meeting
3. Faculty Senate President's report
4. Reports of Faculty Senate Standing Committees
5. Reports of Faculty Senate Special Committees
6. Unfinished business
7. New business
8. Guest speaker(s): the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.

B. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration**.**

C. Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.

D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

A. The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.

1. The Orders of the Day including minutes of the preceding meeting and resolutions, insofar as possible, shall be written, reproduced, and delivered to Senators at least 48 hours prior to the meeting at which they are to be presented.

2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.

3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council; petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President.

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Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.

5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.

B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.

D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

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IX. Faculty Senate Committees

A. The Faculty Senate shall have the following standing committees:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.

1. Membership:
   • President of the Faculty Senate (Chairperson)
   • Secretary of the Faculty Senate (Secretary)
   • Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
   • Past President of the Faculty Senate

Deleted: Immediate

2. Purpose and Purview:
   • To establish a calendar of Faculty Senate meetings.
   • To set the agenda for each Faculty Senate meeting.
   • To continually review policies and procedures.
   • To maintain liaison with the Administration of the University.
   • To initiate Faculty Senate action.
   • To preserve and interpret Faculty Senate documents.
   • To determine eligibility to Faculty Senate All-University committees.
   • To assign work to each Faculty Senate Standing Committee.
   • To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
   • To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
   • To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
   • To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.

C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the

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Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A Chairperson (or Co-chairperson) may serve successive terms, but shall serve no more than three consecutive terms. If a Standing Committee has Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

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D. Committee Chairpersonship:

      1.) Expectations – Subcommittee chairs are expected to attend executive committee meetings, regular faculty senate meetings, or other meetings as need arises. Additionally, subcommittee chairs are expected to set the agenda, run their committee bi-weekly meetings, and ensure minutes are available and provided to the faculty senate secretary in a timely manner.

      2.) Co-chair's – Occasionally as the need arises subcommittees may choose to elect co-chairs instead. Co-chairs are held to the same responsibilities as an individual chairperson would. Finally, while co-chairs both may attend executive committee meetings each senate subcommittee shall only have one vote on executive committee business, therefore only one co-chair shall be designated to vote.

      2.) Term Limits – A chairperson may serve successive terms, but shall serve no more than three consecutive terms. Co-Chairs have the same term limits as outlined for an individual committee chairperson.

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1. The Faculty Senate Standing Committees and their purviews include the following:

   a. Academic Policy Committee
      Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

   b. Elections Committee
      Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

   c. Finance Committee
      Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all

finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional

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questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.

    f.   Student Policy Committee

Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

    g.   Technology Committee

Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

D.   Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

    1.   Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.

    2.   All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School/College restrictions for All-University Committees shall be removed in special elections that are held after the first special election.

    3.   The Undergraduate Curriculum Forum is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

    4.   The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate

charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.

X. Revisions to the Bylaws

A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.

B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.

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FS Approved 4/1/20

Southern Connecticut State University
Faculty Senate
<u>Bylaws</u>

I.   Membership in Voting Units[1]

A.   This section defines the terms *full-time member*, *part-time member*, *voting unit member*, and *department member*. These definitions shall be used to resolve questions of membership in any department or voting unit and shall be observed universally in all matters of Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come under the Faculty Senate's purview. For the purpose of determining the number of Senators from each unit, the following standards will be applied:

1.   A full-time member is any member who has a full-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Full-time members include full-time teaching faculty, full-time counselors or full-time counseling faculty, full-time librarians or full-time library faculty, and full-time coaches and non-instructional athletic trainers.

2.   Every full-time teaching faculty member shall be designated as a member of one, and only one, voting unit (a single academic department or a group of two or more academic departments). Every full-time program director, counselor, librarian, coach, or non-instructional athletic trainer shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).

3.   A full-time faculty member who has responsibilities of more than six semester hours per semester in a department shall be considered a member of that department, unless there is an agreement in writing with the department that the faculty member is on loan to that department, but will remain in a different home department.

4.   A full-time faculty member who has responsibilities of six semester hours per semester in each of two departments must choose to be assigned to one of the two departments and must communicate this decision in writing to both affected departments and to the appropriate Dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

5.   Any full-time department member may transfer to another department provided that a request is communicated in writing to the affected departments and appropriate dean(s) involved and permission is received from the departments and dean(s). Having made such a change in home department, the faculty member may not alter this choice without written permission from the affected departments and appropriate Dean(s).

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[1] Interpretation: Membership in the Faculty Senate and representation therein shall include only full -time and part- time teaching faculty, counselors, counseling faculty, librarians, library faculty, coaches, and non-instructional athletic trainers.

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6. A part-time member is any member who has a part-time appointment at the University and is covered by the American Association of University Professors (AAUP) bargaining unit. Part-time members include part-time teaching faculty, part-time counselors or part-time counseling faculty, part-time librarians or part-time library faculty, and part-time coaches and non-instructional athletic trainers.

7. The Faculty Senate Secretary shall be notified of any changes in a full-time faculty member's voting unit by February 1.

B. Realignments of Voting Units

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any realignments of voting units.

II.   Election of Senators

A. Prior to April 1, the Faculty Senate Secretary shall notify each voting unit and the Faculty Senate of vacancies in the Office of Senator for the following academic year. Each voting unit, thus notified, shall elect a Senator prior to April 30 and shall inform the Secretary in writing of the names of those elected. All changes in representation other than the filling of vacancies arising during mid-year shall be effective at the beginning of the following academic year.

B. Voting units for full-time members shall use the following election procedures:

1. Elections shall be by secret written ballot with a majority vote of ballots cast by the voting unit required for election. Abstentions shall not count as ballots cast.

C. The voting unit for part-time faculty shall use the following election procedures:

1. The Faculty Senate Elections Committee shall conduct the election.

2. There shall be no more than one Senator elected from any department.

3. Those candidates with the highest vote counts shall fill vacant part-time seats.

D. Term of office

1. Elected members shall serve a term of three years, taking office at the beginning of the academic year, except as specified in Section II, Parts D.2, D.3, or E.

2. In any given year, the Faculty Senate Executive Committee may assign two-year terms to some Faculty Senate seats. Such assignments may be made only to improve the rotational balance of the Faculty Senate or of a particular voting unit.

3. The term of office of any Senator representing a voting unit whose structure has changed pursuant to Section II: Membership in the Faculty Senate Constitution shall be deemed to terminate effective with the beginning of the next academic year.

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E. Vacancies arising during the term of office of a Senator shall be filled by elections of the voting unit involved, by the above-mentioned procedure (Section II, Parts B or C) at the time such vacancies occur. The term of a Senator elected to fill a premature vacancy shall be for the remainder of the vacated term, unless the vacancy occurs with one semester or less remaining; in that case, the term of the newly elected Senator shall be the remainder of the semester plus a regular three-year term.

F. Recall of a Senator by a voting unit shall require a motion to recall made in the affected unit, followed by a two-thirds vote by secret written ballot of the total voting unit membership.

G. The Faculty Senate Rules Committee shall serve as an advisory committee to the Faculty Senate in all questions concerning the election or recall of Senators.

III. Accountability of Senators

A. Senators are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate website.

B. Senators may be excused from attending Faculty Senate meetings by the Faculty Senate President (or designee) and from Standing Committee meetings by the Committee Chairperson (or Co-chairperson).

C. Senators are expected to read the documents on the agenda before each Faculty Senate or Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Standing Committee meetings.

D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Standing Committee meetings for that semester.

IV. Quorum

A. All official Faculty Senate business including voting requires a quorum. Fifty percent (50%) of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

V. Rules of Order

A. The current edition of Robert's Rules of Order, Newly Revised, shall govern the Faculty Senate except when it is inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body, subject to the majority approval of the Faculty Senate Executive Committee. The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert's Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

VI. Order of Business

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A. The order of business at regular meetings of the Faculty Senate shall be:

1. Announcements relevant to the Faculty Senate
2. Approval of the minutes of the preceding Faculty Senate meeting
3. Faculty Senate President's report
4. Reports of Faculty Senate Standing Committees
5. Reports of Faculty Senate Special Committees
6. Unfinished business
7. New business
8. Guest speaker(s): the placement of the guest speaker(s) within the order of business may be changed at the discretion of the Faculty Senate President.

B. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary at least 48 hours prior to the meeting at which they are to be presented, and shall be forwarded to the Faculty Senate Executive Committee for consideration**.**

C. Guest speakers normally shall be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The University President and Provost shall be invited to address the Faculty Senate during at least one meeting each academic year.

D. The order of business may be changed by agreement of a simple majority of the Faculty Senate.

VII. Rules of Procedure

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2. The Faculty Senate President's report shall summarize items of current relevance to the business of the Faculty Senate, including the status of Faculty Senate resolutions. Standing Committee written reports shall summarize to the Faculty Senate items that were discussed in committee meetings and include any material that will inform the Faculty Senate on the issues. Additional information may be presented orally during the Faculty Senate meeting. The reports shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there are no objections from the floor.

3. The Faculty Senate shall consider and discuss recommendations and resolutions from Standing Committees, Ad-Hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council; petitions from at least 40 faculty members (full- and/or part-time); and petitions resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

4. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President.

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Resolutions which seek to establish policy or change Faculty Senate documents or policies that were previously approved by the University President, or which seek funds, resources, or cooperation from the University Administration shall be sent as resolutions for approval. Other resolutions that provide information or state a position shall be for information. The University President shall respond to resolutions for approval with *approve* or *disapprove*. In the case of disapproval, the University President shall include a written explanation. The University President shall note resolutions for information. All resolutions presented to the University President in writing shall receive a written response within fifteen (15) business days.

5. Faculty Senate members shall have the right to participate in meeting discussions, make motions and vote on motions. The University President is an *ex officio*, nonvoting member of the Faculty Senate with the right to participate in Faculty Senate discussions. Visitors and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in Faculty Senate discussions when recognized by the Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

VIII. Voting

A. Voting and debate will follow the guidelines in Robert's Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count votes and must agree upon the result.

B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may call for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion for a proportional vote shall prevail provided one-fourth of the Senators present vote in favor of the motion. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator's vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

C. The election of the Faculty Senate President and Faculty Senate Treasurer shall be by written secret ballot with a majority of those voting required for election. The election shall be conducted by the Chairperson of the Faculty Senate Elections Committee, or if the Chairperson is a candidate or nominator, the Elections Committee shall designate a member to conduct the elections. The Chairperson or designee shall appoint the teller(s) to collect and count the ballots. If a majority vote is not received in the first ballot, a run-off vote shall be conducted between the two individuals who received the most votes. A secret ballot for electing a Faculty Senate President and Faculty Senate Treasurer shall be waived if there is not more than one candidate.

D. Upon the request of any Senator, voting on any motion shall be by secret ballot. At least two members of the Faculty Senate Elections Committee shall conduct the ballot. In the absence of members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

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IX. **Faculty Senate Committees**

A. The Faculty Senate shall have the following standing committees:

   1. Executive Committee
   2. Academic Policy Committee
   3. Elections Committee
   4. Finance Committee
   5. Personnel Policy Committee
   6. Rules Committee
   7. Student Policy Committee
   8. Technology Committee

B. Regular meetings of the Faculty Senate Executive Committee shall be held at least bi-weekly during the fall and spring semesters. Special meetings may be called by the Faculty Senate President as the need arises.

   1. Membership:
      - President of the Faculty Senate (Chairperson)
      - Secretary of the Faculty Senate (Secretary)
      - Chairperson (or Co-chairpersons) of the other Faculty Senate Standing Committees
      - Past President of the Faculty Senate

   2. Purpose and Purview:
      - To establish a calendar of Faculty Senate meetings.
      - To set the agenda for each Faculty Senate meeting.
      - To continually review policies and procedures.
      - To maintain liaison with the Administration of the University.
      - To initiate Faculty Senate action.
      - To preserve and interpret Faculty Senate documents.
      - To determine eligibility to Faculty Senate All-University committees.
      - To assign work to each Faculty Senate Standing Committee.
      - To advise the Faculty Senate President and other members of the Faculty Senate Executive Committee on matters of the Faculty Senate.
      - To communicate a policy statement or document to the University Administration or Board of Regents that has not been discussed by the Faculty Senate due to time constraints; communications of this nature shall be written and distributed to all Senators prior to the next Faculty Senate meeting.
      - To accomplish Faculty Senate business in a timely manner, the Faculty Senate Executive Committee may assign work to any Standing Committee as needed including work that is outside the purview of the assigned committee.
      - To provide clarifications, interpretations and rulings, and make decisions, as described in the Constitution and Bylaws of the Faculty Senate.

C. During the first Faculty Senate meeting of the academic year, all Senators (with the exception of the

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Faculty Senate President, Secretary, Treasurer, and University President) shall choose a Standing Committee assignment. The Faculty Senate President and Secretary may serve on Standing Committees if they so choose; the Treasurer serves as the Chairperson of the Finance Committee. It is recommended that all Standing Committees shall have no fewer than six members, except the Elections Committee, which shall have no fewer than three members. To ensure an equitable distribution of membership, the Faculty Senate President may reassign any Senator to another Standing Committee. After each Standing Committee has been formed, a Chairperson (and if deemed necessary, a Co-chairperson) shall be elected from the committee membership. A committee member shall be ineligible to serve as Chairperson or Co-chairperson of a standing Committee if the member is: (a) the Faculty Senate President; (b) the Secretary; or, (c) Chairperson (or Co-chairperson) of another Standing Committee. Each committee member shall have an equal vote in all committee business. During the fall and spring semesters, Standing Committees shall meet during those weeks when the Faculty Senate does not meet.

D. Committee Chairpersonship:

1.) Expectations – Subcommittee chairs are expected to attend executive committee meetings, regular faculty senate meetings, or other meetings as need arises. Additionally, subcommittee chairs are expected to set the agenda, run their committee bi-weekly meetings, and ensure minutes are available and provided to the faculty senate secretary in a timely manner.

2.) Co-chair's – Occasionally as the need arises subcommittees may choose to elect co-chairs instead. Co-chairs are held to the same responsibilities as an individual chairperson would. Finally, while co-chairs both may attend executive committee meetings each senate subcommittee shall only have one vote on executive committee business, therefore only one co-chair shall be designated to vote.

3.) Term Limits – A chairperson may serve successive terms, but shall serve no more than three consecutive terms. Co-Chairs have the same term limits as outlined for an individual committee chairperson.

1. The Faculty Senate Standing Committees and their purviews include the following:

   a. Academic Policy Committee

   Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

   b. Elections Committee

   Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

   c. Finance Committee

   Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. The committee shall maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

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d. Personnel Policy Committee

Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

e. Rules Committee

Purview: All matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. The committee shall request and receive annual reports from All-University Committees on behalf of the Faculty Senate and make recommendations to the Faculty Senate based upon those reports. The committee shall also act as an appeals board which reviews committee membership guidelines and procedures, and insures equal representation for all voting units.

f. Student Policy Committee

Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. The committee shall maintain liaison with student government and other student organizations involved with student policies.

g. Technology Committee

Purview: All matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. The committee shall maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

D. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees shall be appointed by the Faculty Senate President in consultation with the Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Executive Committee at the discretion of the Executive Committee; this temporary membership on the Executive Committee is terminated when the Ad-hoc Committee has completed its mandate as determined by the Executive Committee.

2. All-University Committees are those that the Faculty Senate has established to perform specific ongoing tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility and length of term for its members. Faculty serving on All-University Committees shall be elected by the full-time faculty in elections administered by the Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Elections Committee to fill any vacancies that remain after the first election. School/College restrictions for All-University Committees shall be removed in special elections that are held

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after the first special election.

3. The Undergraduate Curriculum Forum is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum. The UCF derives its authority from the faculty and is led by elected members of the faculty.

4. The Graduate Council is a permanent, autonomous Standing Committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum. The Graduate Council derives its authority from the faculty and is led by elected members of the faculty.

X.   Revisions to the Bylaws

A. Revisions of the Bylaws shall be initiated by the Executive Committee or a motion made by a Senator.

B. Revisions to the Bylaws shall be approved according to the guidelines specified in the Faculty Senate Constitution.

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