DATE: 4/23/21
TO: Faculty Senate Executive Board
SUBJECT: Governance Council 2020-2021 Annual Report
CC: Sherri Angstrom

2020-2021 Governance Council Membership

<table>
<thead>
<tr>
<th>Office</th>
<th>Term Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Steve Freeman May 2022</td>
</tr>
<tr>
<td>CALS</td>
<td>Ajay Nair May 2021</td>
</tr>
<tr>
<td>BUS</td>
<td>Jon Perkins May 2021</td>
</tr>
<tr>
<td>DES</td>
<td>Andrea Quam May 2021</td>
</tr>
<tr>
<td>ENG</td>
<td>Matthew Frank May 2022</td>
</tr>
<tr>
<td>HSC</td>
<td>Tom Schrier May 2022</td>
</tr>
<tr>
<td>LAS</td>
<td>Natalie Royston May 2022</td>
</tr>
<tr>
<td>VET</td>
<td>Darren Berger May 2022</td>
</tr>
<tr>
<td>CC Chair</td>
<td>Andrea Wheeler May 2021</td>
</tr>
<tr>
<td>Senate Doc Chair</td>
<td>Denise Vrchota May 2022</td>
</tr>
<tr>
<td>CCDR Chair</td>
<td>Awoke Dollisso May 2021</td>
</tr>
<tr>
<td>AAUP:</td>
<td>Tim McNicholl</td>
</tr>
<tr>
<td>SVPP</td>
<td>Dawn Bratsch-Prince</td>
</tr>
</tbody>
</table>

**Charge**

Oversees the internal operations of the Faculty Senate; proposes for senate approval and implementation procedures for senate elections, and undertakes continuing review of the Faculty Handbook, the senate governance documents, and the council and committee structure. The council is responsible for the orientation of new faculty senators. The Governance Council from among its membership will appoint a member of the council to be approved by the Faculty Senate president to serve as the election commissioner to be responsible for scheduling, organizing, and overseeing all Faculty Senate elections.
Meetings
• Fall 2020: August 21, September 25, October 23, December 14
• Spring 2021: February 12, March 19, April 16

Work Accomplished
• Changes to Faculty Senate Bylaws (Docket Item 20-1)
  • Changes of clarification and alignment with Faculty Senate Constitution.
  • Passed
• Changes to Faculty Handbook section 3.3.2.3 (Docket Item 20-2)
  • Changes made to clarify that lecture and assistant teaching professor are the same rank and
  the only difference is length of contract.
  • Passed
• Changes to Faculty Handbook overall (Docket Item 20-5)
  • Non-substantive changes made to the Faculty Handbook to use more inclusive, gender-
  neutral language.
  • Accepted
• Changes to the Faculty Senate Constitution (Docket Item 20-17)
  • Non-substantive changes made to Faculty Senate Constitution to correct titles, use gender-
  neutral language, and correct inconsistencies.
  • Accepted
• Review Faculty Handbook discussions related to student evaluation of teaching and propose
  revisions to the Faculty Handbook as needed.
  • Review completed and no handbook recommendations are recommended at this time.
  • Submitted report back to the Faculty Senate Executive Board.
• Changes to Faculty Handbook sections 3.1.1 and 4.5.1 (Docket Item 20-38)
  • Changes proposed to 9 month faculty efforts and vacation due to the addition of a winter
  session in to the university calendar.
  • To be discussed at the May senate meeting
• Changes to Faculty Senate Chapter 8
  • Changes to bring Chapter 8 into alignment with current university policies
  • Ongoing
• Changes to the Faculty Senate Bylaws
  • Non-substantive changes to the Faculty Senate Bylaws to correct titles, use gender-neutral
  language, and correct inconsistencies.
  • Ongoing
• Oversaw Faculty Senate Elections at the department and college level. Provided oversight of
  faculty elections as part faculty senate meetings.
• Prepared materials for new senator orientation
  • Electronic materials for new senator orientation has been made available to incoming
  senators.
Committee Charge: Conducts ongoing reviews of college and department governance documents for consistency with the Faculty Handbook, assists the Provost Office in informing the departments and colleges of new legislation to be included in governance documents, and provides assistance to units on questions regarding governance policy issues.

College and Departmental Document Review Committee
Accomplishment Report
Fall 2019 – Spring 2021

I. Document web links:
   1. Reviewed College and Departmental Documents web links to make sure they are active
   2. Identified web links that were inactive and contacted respective units
   3. Most web links were updated and become active

II. Document reviews
   1. Our committee reviewed College of Human Sciences Governance Documents – their governance documents were well aligned with Faculty Handbook.
   2. Our committee reviewed Library Governance documents. Our review results showed that their documents were not aligned with the Faculty Handbook. We sent review report to the Library along with the recommendations to make the necessary changes and report updated document on a set date. The Library made all recommended changes and submitted updated documents.
   3. Our committee reviewed College of Ag and Life Sciences Governance Documents. Their governance document was mostly aligned with the Faculty Handbook. We sent out report to College of Ag and Life Sciences along with recommendations to make necessary changes and updates by the end of spring 2021. It will be the responsibility of the next committee chair and the committee to follow up on that.
   4. We have just completed review of College of Engineering Governance Document. Their governance document was mostly aligned with the Faculty Handbook. However, we made several recommendations that require some additional details, clarification and updates. We set the date for November 1, 2021 for the college to complete the updates and send the committee an updated version of their governance document.

Report by Awoke Dollisso, CDDR Committee Chair
Committee Charge: Conducts ongoing reviews of college and department governance documents for consistency with the Faculty Handbook, assists the Provost Office in informing the departments and colleges of new legislation to be included in governance documents, and provides assistance to units on questions regarding governance policy issues.

III. Checklist
   1. We reviewed the “Checklist” to make sure it is current and representing all key items presented in the Faculty Handbook.
   2. We made formatting improvements to gather review data from each reviewer.

IV. CyBox
   1. The chair established CyBox to keep records of all appropriate documents, agenda and reports.
   2. Shared documents and reports with the Senate leadership

V. Observations – These observations are based on the chair’s experience and as he organized and led the committee to accomplish its charge.
   1. I find CDDR Committee charge to be expansive – with responsibilities to review governance documents of all colleges and all departments at Iowa State University. In my view, it would be very challenging to achieve stated goals using this current structure.
   2. I see smooth, timely and active engagements with Faculty Handbook policies at the top. However, the vertical flow and engagements does not seem as consistent.

VI. Recommendations: These are chair’s views and recommendations
   1. Set up college level documents review committees in each college to review departmental documents. (May be it is necessary to have subcommittees if the college is large)
   2. CDDR should focus mainly on the college documents review and may randomly review departmental documents if necessary. CDDRC should consist of a member from each College level documents committee to maintain a flow of information.
   3. Have a point person at the college level who would consistently handles details of governance documents.

Report by Awoke Dollisso, CDDR Committee Chair
Faculty Senate Documents Committee Annual Report (2020 – 2021)

The charge of the Faculty Senate Documents Committee (according to the Faculty Senate Bylaws) is to “Undertake a continuing review of the Faculty Senate governance documents: The Constitution, Bylaws, Faculty Handbook, and Procedures Manual.” The committee “works with the SVPP to assure that revisions to the Faculty Handbook are appropriate, are as approved by the Faculty Senate, and include academic and curricular policies adopted by the senate.” The committee “works with the SVPP to establish procedures for editing and style.” And “Edits for style all resolutions and motions passed by the senate that are to be included in the Faculty Handbook.”

Members

Members of the Faculty Senate Documents Committee for 2020 – 2021 were: Aaron Gassmann, Haozhe Chen, Matthew Obbink, Omar Smadi, Clinton Gudmunson, Natalie Royston, David Verhoeven, Jonathan Sturm, Denise Vrchota (Chair), and Dawn Bratsch-Prince (ex-officio).

Business

The Faculty Senate Documents Committee reviewed revisions and new policies for inclusion in the Faculty Handbook. The Faculty Handbook is updated in August and January of each year.

The committee reviewed and revised the Faculty Senate Constitution; although no substantive changes were made, the committee updated the Constitution to include the term faculty appointment, recognized the past president of the Faculty Senate as a voting officer, and converted gender specific pronouns to gender neutral pronouns. Other mechanical changes were also made. The proposed revised Faculty Senate Constitution was approved by the Faculty Senate on January 26, 2021.

The committee has recently completed a review and revision of the Faculty Senate Bylaws. Proposed revisions to the bylaws include updating titles and committee charges to reflect current practices; inserted language to clarify council members are “senators,” converted gender specific pronouns to gender neutral pronouns; and reviewed for consistency with the Faculty Senate Constitution. The proposed revised bylaws are currently under review by the Governance Council.

Appreciation is extended to the members of the Faculty Senate Documents Committee for their timely and precise attention to committee business this past year.

Respectfully submitted,

Denise Vrchota, Chair,
Faculty Senate Documents Committee
Faculty Development and Administrative Relations Council (FDAR)
2020-2021 Annual Report
Submitted by FDAR Council Chair Claire Andreasen

Council members: Claire Andreasen [V PTH] (chair), José Rosa [MKT], Spring 2021 Huifang Mao [MKT] attending for José, Eliot Winer [M E], Diane Al Shihabi [ARTID], Brian Hornbuckle [Agr], Dan Andersen [ABE], Ralph Napolitano [MSE]; Ann Smiley [HSC], James Vary [LAS]; Carmen Gomes [ME] Office of Provost Liaisons: Associate Provost Dawn Bratsch-Prince [SVPP], Assistant Provost Tera Jordan [SVPP]

Meetings:
2020: August 31, September 28, October 26, November 16
2021: February 3, February 17 (canceled), March 3, March 17, March 31, April 14

Engagement for Emeritus/Emerita faculty
Action:
- Office of the Provost created website based on FDAR report from prior year
  https://www.provost.iastate.edu/faculty-success/faculty-hiring/appointment-types/emeritus-resources

Inclusive language in the Faculty Handbook (FH), Proposed by EDI committee and Tera Jordan
Actions:
- Inclusive gender-neutral pronouns edited in Faculty Handbook
- Reviewed by Governance Council as non-substantive change, approved via Faculty Senate Consent Agenda November 10, 2020
- Updated edits in Faculty Handbook January 20, 2021

Faculty Handbook Advancement including Equity, Diversity, Inclusion work
Actions: Revision Faculty Handbook sections, passed Faculty Senate unanimously January 26, 2021, to be added after approval by ISU to the next Faculty Handbook revision
FH 5.1.1 Evaluation of Faculty Members as a new statement
FH 5.1.1.1 General Policies and Procedures – per yearly review, updated to add 3 reviews currently in use
FH 5.3.1.4.5 Equity, Diversity, and Inclusion Activities – new section
“Faculty are encouraged to document equity, diversity and inclusion activities and the impact of this work related to teaching, research/creative activities, extension/professional practice, institutional service, and/or other areas of their job responsibilities.”
FH 5.4.1.3. Review for Advancement for term faculty updated with same statement

Extension and Outreach Promotion and Tenure Workgroup
Co-chairs: Brian Hornbuckle, Professor Department of Agronomy, FDAR, and Erin Hodgson, Professor Entomology, ISU Extension and Outreach; Convener/Ex-officio: Tera Jordan
Actions:
- Work will continue into fall 2021
- Goals/Charges: Fair, inclusive and meaningful documentation for review and advancement. To assess: current policies, practices, and expectations; define scholarship, how value/impact communicated to candidates and review committees; review college expectations; promote transparency and document criteria; opportunities for professional development and mentoring; effective practices at other universities

Expected outcomes:
- Faculty Handbook policies appear adequate; may be minor recommendations
- Other outcomes: Best practices, resources on website, training and education for candidates and administrators for clarity and transparency
Assists recruitment and advancement for success

Term Faculty Advancement Process
Workgroup on Term Faculty review and advancement convened term and tenured faculty: Diana Lang, Associate Teaching Professor, Human Development & Family Studies, College of Human Sciences; Awoke D. Dollisso, Associate Teaching Professor, Agricultural Education & Studies, College of Agriculture and Life Sciences; Cullen Padgett-Walsh, Teaching Professor, Department of Philosophy and Religious Studies, College of Liberal Arts and Sciences; Jodi Smith, Associate Professor, Veterinary Pathology, College of Veterinary Medicine; Convener/Ex-Officio: Tera Jordan
Goal: The University has now completed one cycle of Term Faculty Advancement with the new titles per the Faculty Handbook (FH). The Faculty Senate and Office of the Provost are interested in reviewing the processes related to Term Faculty advancement. The end goal will be to enhance the rationale and processes outlined for Term Faculty review and advancement, especially related to processes that should be included in the FH.
Actions:
- Focus on modifications needed for the Faculty Handbook FH 5.4., especially FH 5.4.1.3 Review for Advancement to add processes and Best Practices
- Under FH 5.4.1.3 Review for Advancement, adding sections: FH 5.1.3.1 through 5.1.3.8 The clarification of processes includes: an advancement schedule and credit for prior service; documentation for advancement review; roles and responsibilities for candidates, administrators and committees; communication at each step to inform candidates regarding the case outcome through the advancement processes; rank advancement expectations as previously outlined in FH 3.3.2.3; clarification of prior service credit and timing of awarding credit prior to the advancement process; process for each level of advancement review from department to the university; and establishing a process for appealing advancement decisions.
- Forwarded to Faculty Senate for 1st reading April 20, 2021
- Best Practices reviewed by Faculty Senate April 20, 2021 for input, and after modification will be forwarded to the Office of the Provost for the advancement website

Faculty Mentoring Review
Actions:
- Tera Jordan presented follow up actions from the prior FDAR review and provided URLs for the Office of the Provost website https://www.provost.iastate.edu/faculty-success/development/all-faculty/mentoring
- ISU ADVANCE is a resource
- Organizing the College Peer Mentors (CPM) (2-3 per academic college, inclusive of advanced term faculty) to collaborate with the Assistant Provost for Faculty Development to advance the effectiveness and impact of faculty mentoring across the institution and within academic colleges.
- Planning for training, programming, recognition of service

Credit via P&T/Advancement Process for technology transfer, patents, team science, big data, interdisciplinary scholarship, and similar
Background: A taskforce/working group formed by the VP for Research Office and Dawn Bratsch-Prince with Faculty Senate members to examine the proposed recommendations for the FH; ISU notified at the end of March 2020 that the university is a partner in an NSF-funded national project initiative, the Promotion and Tenure – Innovation and Entrepreneurship (PTIE) https://ptie.org/ and ISU will focus on language, national standards, and goals listed on the URL website
Current Actions:
- Committee goals:
  - Examine the recommendations from PTIE
  - Provide input on proposed changes to be made to the Faculty Handbook as well as annual reviews for inclusion of innovation and entrepreneurship in the advancement process
  - Ensure inclusive breadth and depth of disciplines across campus
• Review wording in the Faculty Handbook; example currently innovation, entrepreneurship or interdisciplinary/transdisciplinary are not found.
• Evaluate the metrics collected on an annual basis
• Evaluate that metrics for advancement are inclusive of scholarship of innovation and entrepreneurship
• Make recommendations for Faculty Senate to align the FH to appropriately reward faculty academic performance and scholarship

Please see committee reports; brief summary of additional actions

Faculty EDI committee – Chair Carmen Gomes
• Currently a task force is working on the tool for Teaching Assessment and Evaluation
  o During continuing steps in the review, there will be a need for EDI input on potential bias in evaluation tools
• Proposed Guidelines to Report Diversity and Inclusion Enhancement Efforts by college faculty; after input, forwarded to the Assistant Provost for Faculty Development, Office of the Provost
• Planning for fall 2021 in-person event by Dr. Kesho Scott, Associate Professor American Studies and Sociology at Grinnell College

Faculty Senate Recognition and Development Committee- Chair Dan Anderson, please see committee report
Actions:
• Foreign travel grants were delayed due to COVID
• Spring 2021 - Foreign travel grants issued
• Award recommendations submitted for 2021

Facilities and Educational Resources Committee - Chair Ralph Napolitano, please see committee report
Actions:
• Reviewing scheduling and facilities; some prior areas have been outsourced
• Request opportunities for committee to address needs for teaching/learning support
• Reviewing charge and function of committees in returning to campus spaces; Committee on Committees will be meeting April 22 for the review

Acknowledgement: To acknowledge this Council and Committees for the dedicated time and thoughtful input to review standard policies and the many policies related to the COVID 19 pandemic with short turn-around times, and actions for the greater good for the faculty and university.
DATE: 4/15/21  
TO: Faculty Senate Executive Board  
SUBJECT: Honorary Degree Committee 2020-2021 Annual Report  
CC: Sherri Angstrom

2020-2021 Honorary Degree Committee members:

Chair Steve Freeman  ENG Sang Kim  
CALS Dan Loy  HSC Warren Franke  
BUS Brad Shrader  LAS  
DES Sharon Wohl  VET Eric Rowe

The Honorary Degree Committee received one honorary degree nomination. The committee reviewed the applications and then met to discuss the applications. The nomination received unanimous support from the committee and the candidate was recommended to the Faculty Senate Executive Board. The Executive Board accepted the committee recommendation and the candidate was forwarded to President Wintersteen for consideration.

The reduction in nominations is likely a side effect of the COVID pandemic. Other potential nominations were discussed with several faculty groups across campus but did not result in completed nomination packets. It is the hope of the committee that these nominations will be completed and submitted for consideration in the future.

The chair commends the committee members’ valuable service for the academic year.
Date: April 27, 2021
To: Carol Faber, Faculty Senate President
From: Ann Oberhauser, Chair, Resource Policies and Allocations Council
CC: Sherri Angstrom

Council Charge: Develops and maintains a system of shared governance to ensure communication between faculty and administration in relation to resource policies and allocations; advances proposals consistent with Faculty Senate initiatives and priorities; recommends initiatives to the senate pertaining to resource policies and allocations; and works with the university president and other administrators to implement approved policies.

The Faculty Senate Resource Policies and Allocations Council met nine times in the fall of 2020 and ten times in the spring of 2021. In addition to the Council meetings themselves, the Council also consists of the following committees:

• Faculty Senate Compensation Committee
• Research Planning and Policy Committee
• Information Technology Committee

The Council held regularly scheduled meetings with Senior Vice President and Provost Jonathan Wickert to discuss university budget projections and allocations, academic priorities, infrastructure and research support, and other resource-related issues that impact faculty and academic functions of the university. The Council also met with Pam Cain, Senior Vice President for Operations and Finance, who shared budget and other pertinent information. The discussions were confidential and minutes were not taken, but the agendas for all meetings with the Provost are posted on the Faculty Senate website. The Council met virtually throughout the 2020-21 academic year due to the COVID-19 pandemic. During the course of the year, the Council, in collaboration with the sub-committees, discussed the following issues:

• Budget planning and priorities related to the COVID-19 pandemic

• Distribution of federal money at ISU from the Coronavirus Aid, Relief, and Economic Security (CARES) Act and Economic Stimulus Relief funds related to the pandemic

• Student enrollment trends and university strategies to address projected enrollment decline
• State appropriations
• Tuition plans in light of shifting state support and economic climate
• Retirement Incentive Option (RIO) Program for staff and faculty
• Faculty benefits, health insurance, and compensation during pandemic and beyond
• Salary equity study
• Accomplishments, opportunities, and challenges in academic affairs
• Legislative and other items affecting Iowa Regent universities

Some of the sub-committees of the Council were active during the academic year. The Council will work on activating all of the sub-committees in the upcoming year with specific charges and guidance on how best to structure and provide input to the RPA Council. The Council will also continue to develop and maintain communication between faculty and administration and to address pertinent issues that fall within the charge of the Council.

2020-2021 Council Membership: Ann Oberhauser (SOC, Interim Chair in Spring 2021), Chris Williams (CCE, Chair in Fall 2020), Kevin Roe (NREM), Arnie Cowan (FIN), Mikesch Muecke (ARCH), Meghan Gillette (HDFS), Eric Burrough (VET), Vern Schaefer ((CCE) Faculty Compensation Committee Chair), Jeff Essner ((GDCB) RPP Committee Chair), Doug Jacobson ((ECE) IT Committee Chair), Carol Faber (Faculty Senate President), Jonathan Sturm (Faculty Senate Past President), Andrea Wheeler (Faculty Senate President Elect)
Over the last year, the RPP discussed various ways to support student, faculty and staff following the murder of George Floyd. The committee considered ways that faculty could be recognized, especially those from underrepresented groups and those that serve those groups, for their efforts and ongoing efforts. Recognition during promotion and tenure was discussed. This remains an initiative for the coming year.

The committee also provided feedback on workbooks in Workday, meeting with Heather Paris. Workbooks are a welcomed addition for financial planning for grant management, and the RPP thanks Heather and her team for their hard work in implementing the workbooks.

The committee reviewed and voiced concerns regarding grant budgets and service delivery issues with ISD and Workday.

DHS imposed limits of graduate student visas were also discussed.
Committee Charge: The Faculty Compensation Committee has two major charges: (1) To track faculty salaries and annual salary increases at ISU and at our peer institutions and to provide an annual report on the status of faculty salaries to the RPA Council; and (2) to examine and recommend changes to university policies and procedures for determining annual faculty salary increases and changes in benefits.

2020-2021 Council Membership: Vern Schaefer, Chair; Steve Bell, CALS; Tony Townsend, BUS; Emily Morgan, DES; Tim Bigelow, ENG; Elizabeth McNeill, HSC; Jarec Niemi, LSA; Doug Jones, VET; Pam Cain, Bus & Finance (ex-officio); Dawn Bratsch-Prince, Provost Office (ex-officio).

The committee discussed-addressed the following topics during the 2020-2021 period.

1. In May of 2020, some faculty members had a discrepancy between spring semester pay and summer pay for the second half of May, that resulted in people receiving 2.5% less for the month of May. This issue to do with looking at days/month vs weeks/month and how nine-month versus summer pay was figured in Workday. The committee raised the issue with administration and the missing 2.5% pay was restored to affected faculty and the issue was fixed in Workday.

2. The committee continued to follow-up on the gender/diversity pay equity study conducted by Aon several years ago. In the fall of 2020 Provost Wickert provided a summary of the Aon report results to the faculty senate, which indicated that only a few cases of pay inequity had been found, and these were later resolved at college levels. In the Spring of 2021 the committee had additional discussion on pay equity and the following recommendation to the RPA Council regarding salary studies:

   It is recommended that Iowa State University undertake regular faculty equity studies to determine factors affecting faculty pay and means of mitigating inequities that may be systematic within the university. Such factors may include, but are not limited to, gender, ethnicity, age, disciplines, sub-disciplines, experience, length of service, and others. It is recommended that a consistent methodology be developed with input from the faculty through the Faculty Senate and ISU’s administration
through appropriate channels. The results of these faculty equity studies should be readily available to interested persons through online dashboards or similar means.

While the initial institutional study may entail significant effort due to development of the methodology, it is anticipated that updating of the study would require considerably less effort. The Faculty Compensation committee recommends that yearly updates to the salary survey be conducted university wide.

3. In Spring 2021 the committee discussed restoration of university's full match for TIAA retirement benefits, with all committee members in favor of such restoration. It was later announced that the full 10% TIAA retirement benefit match would be restored starting in July 2021.

4. The RPA Council requested that the committee discuss possible ways of distributing salary increases for FY2022. The committee discussed at length the pros and cons of various salary distribution schemes including merit raises, across the board raises, lump-sum bonus payments, fixed dollar amounts, and combinations. The consensus of the committee was that any salary policy should be of a salary increase to base salaries and not a 'bonus' type payment. Further, by consensus, Faculty Compensation Committee recommended to the RPA Council and the ISU administration that faculty salary increase policy for FY 2022 be implemented as a fixed dollar amount to all faculty members. This has the effect of a tiered approach as higher paid faculty would receive lower percentage increases. The committee feels that this the fairest way to distribute salary dollars, especially during the COVID pandemic when faculty have experienced considerable challenges in teaching and research. The committee acknowledged that promotion increases and other 'special' situations might need to be implemented on case-by-case bases.
Date:     April 27, 2021
To:       Carol Faber, Faculty Senate President
RE:       IT Committee Annual Report
CC:       Sherri Angstrom

Committee Charge: Represent faculty interests regarding IT; coordinate information of standing and ad hoc IT committees; address IT issues and policies of importance to the faculty and administration; serve in an advisory capacity to the CIO. The Faculty Senate IT Committee met three times in the fall of 2020 and three times in the spring of 2021.

During the fall the committee review issues around workday, security and privacy and IT-resources. In the spring the committee continued the focus on resources and the interaction between ITS and college IT staff. The committee also worked with ITS to address issues from colleges during the year. During the committee was able to work through the issues with ITS and the only unresolved item is to look at a method to gather input from the faculty on ITS and computing at ISU. This was identified as an action item when the year started, however with COVID the committee decide to waiting until 2021-2022 to gather input.

2020-2021 Committee Membership: Doug Jacobson (Chair), Josh Peschel (CALS), Tony Townsend (BUS), Mikesch Muecke (DES), Eric Cochran (ENG), Thomas Schrier (HSC), Wallapak Tavanapong (LAS), Thimmasettapp Thippineswamy (VET), Kris Stacy-Bates (Library), Kristen Constant (CIO)
Academic Affairs Council (AAC)
2021-2021 Annual Report
Submitted by Sarah Bennett-George, Council Chair

Council Members:
Sarah Bennett-George [Chair], Don Beitz [CALS], Rahul Parsa [BUS], Sung Kang [DES], Eric Cochran [ENG], Katy Swalwell [HSC], Brian Behnken [LAS], Karl Bolser [VET], Tom Brumm [FS Curriculum Committee Chair], Terri Boylston [FS ASA Committee Chair], Jessica Hurst [FS Outcomes Assessment Committee Chair], Ann Smiley [FS Student Affairs Committee Chair], Christopher Paulson [Student Government]

Meetings:
September 25, 2020
October 23, 2020
February 10, 2021
March 10, 2021
April 7, 2021

AAC Activity:
U.S. Diversity Course Requirement
Following the report of the workgroup created at the conclusion of the 2019-2020 academic year, the AAC took on the task of proposing implementation of the workgroup’s recommendations. The AAC met once monthly, opposite the official council meetings, to work on drafting proposed language changes for the Catalog and the Faculty Handbook. The proposal for a new committee under the AAC to approve courses for the U.S. Diversity requirement across the university was presented to the Senate as docket item [20-34] on 4/6/21 and was approved by the Senate on 4/20/21. The proposal for language changes for the Catalog updating the learning outcomes for the U.S. Diversity requirement was presented to the Senate as docket item [20-35] on 4/20/21 and will receive a second reading on 5/4/21.

Review of Academic Program Proposals
The AAC reviewed and approved proposals involving the following new or modified academic programs as brought to the Council via the Faculty Senate Curriculum Committee:

- M.S. in Artificial Intelligence [20-3]
- Discontinuation of M.S. and Ph.D. in Biorenewable Resources and Technology [20-4]
- Minor in Beverage Management [20-6]
- Name Change: Child, Adult, and Family Services Major [20-7]
- Name Change: Child, Adult, and Family Services Minor [20-8]
- Minor in Ethics [20-9]
- Name Change: Department of Sociology and Criminal Justice [20-13]
- Bachelor of Business Administration Degree [20-18]
- B.S. in Human Resource Management [20-19]
- M.A.T. in Mathematics Education [20-20]
- M.A.T. in Secondary Education [20-21]
- B.S. Secondary Major in Education [20-22]
- Minor in Cyber-Physical Systems [20-23]
- Certificate in Equine Science and Management [20-26]
- Certificate in Swine Production Management [20-27]
- Minor in Preservation and Cultural Heritage [20-28]
- Discontinuation of Masters of School Mathematics Program [20-29]
Faculty Senate Curriculum Committee Report
Committee Activity AY20-21
April 26, 2021
Tom Brumm, Chair

The committee met four times in Fall 2020 and seven times in Spring 2021.

**Membership**
- Brumm, Thomas J [A&BE] (chair) - Agriculture and Life Sciences
- Clem, Anne M [ACCT] - Business
- Bogdanovic, Jelena [ARCH] - Design (Fall 2020)
- Cho, Yongyeon [ARTID] - Design (Spring 2021)
- Jacobson, Doug W [E CPE] - Engineering
- Fox, Jonathan J [HD FS] - Human Sciences
- Hargrove, Mark S [BBMB] - Liberal Arts and Sciences
- Yaeger, Michael J [V PTH] - Veterinary Medicine

**Ex-Officio**
- No representative offered - Graduate and Professional Student Senate
- Robinson, Natalie B [G COL] - Graduate College
- Boyne, Shawn Marie [SVPP] - Provost
- Keitges, Jennifer L [REC] - Registrar
- Saad, Shawna [REC] - Registrar
- Tiarks, Amber L [REC] - Registrar
- Zastrow, Mason - Student Government
- Angstrom, Sherri L [SVPP] - Faculty Senate (administrative support)

**Committee Activity**
1. Academic proposals considered and approved
   a. Artificial Intelligence (MS)
   b. Biorenewable Resources & Technology (MS, PhD) discontinuation
   c. Beverage Management (undergraduate minor)
   d. Ethics (undergraduate minor)
   e. Name change: “Child, Adult and Family Services” to “Human Development and Family Studies” (undergraduate major and minor)
   f. Creation of a WISE course designator and a faculty governance structure to oversee its use.
   g. Wind Energy (minor) discontinuation
   h. Master of Arts in Teaching – Mathematics Education.
   i. Master of Arts in Teaching – Secondary Education.
   j. Secondary undergraduate major in Education.
   k. Cyber-Physical Systems (undergraduate minor)
   l. Bachelor of Business Administration
   m. Bachelor of Science Human Resource Management
   n. Beef Cattle Production Management (undergraduate certificate)
o. Swine Production Management (undergraduate certificate) 

p. Equine Science and Management (undergraduate certificate)

q. Preservation and Cultural Heritage (undergraduate minor)

r. Master of School Mathematics discontinuation.

s. WISE 201X (Foundations in Development for Women in STEM) course

t. Fashion, Culture, History and Social Justice (undergraduate minor)

u. Master of Health Care Analytics

v. Creation of Healthcare Management (HCM) course designator

w. Poultry Production Management (undergraduate certificate)

x. WISE cross-list with BIO 307 / WGS 307

2. Policies discussed and approved.

a. Defining course modalities with respect to online instruction

b. Removed the use of the term “preferred prerequisite” for the 2021-2022 catalog.

c. International Perspectives or U.S. Diversity: for dual-listed courses, if the undergraduate course meets the requirement, then the graduate course also meets the requirement.

d. Waivers of International Perspectives or U.S. Diversity: re-affirmed 2009 criteria.

e. Different modalities of undergraduate/graduate sections of dual-listed courses are not allowed by FSCC policy in AY19-20. Allowed Mechanical Engineering an exception due to the nature of their online graduate program.
End of Year Report – 2020-2021

Academic Standards and Admissions Committee

During 2020-2021, the Academic Standards and Admissions Committee has discussed numerous issues and policies related to academic standards and admissions to ensure the current policies are current and fair for all students.

The following policies were discussed by ASAC and presented to Faculty Senate for approval:

- Graduation with Distinction recognition for undergraduate students
  - Part 1, FS 20-10; approved 12/8/2020
    - Graduation with distinction based on GPA upon completion of degree requirements (not as of beginning of last semester)
    - Students received Bachelor of Science in Nursing (BS-N) degree are eligible for Graduation with Distinction
  - Part 2, FS 20-32; approved 4/20/2021
    - Students must complete 60 credits, with 50 credits as graded or satisfactory-fail courses to be considered for graduation with distinction (currently 50 credits must be graded)

- Drop Policy; FS 20-24; approved 4/6/2021
  - All undergraduate students will receive 5 drops (no difference between number of drops for incoming freshmen and transfer students)
  - Lecture and lab courses which are offered as separate courses, but required to be taken concurrently count as 1 drop

- Repeated Courses Policy; FS 20-33; approved 4/20/2021
  - Limit for repeated courses that replace previous grade increased to 18 (previously 15)
  - A course initially taken for a grade must be repeated as a graded course

The following policies were discussed and the Committee approved not changing the policies:

- Last 32 Credit Rule
  - Committee felt the current policy is not an issue since 6 credits can be waived and exceptions are considered on a case-by-case basis

- Academic Renewal Policy
  - Committee approved the Academic Renewal Policy as currently stated, keeping the only limitation that only students that have an undergraduate degree from ISU are not eligible for Academic Renewal. Students with an undergraduate degree from another college or university are eligible for Academic Renewal

In addition, the following topics were discussed, with further discussions and actions planned for 2021-2022:

- Posthumous Degree. Policy for award of posthumous degree to students who die prior to completion of degree requirements has been drafted and has been shared with the Graduate
College and College of Veterinary Medicine. Final vote by ASAC with presentation to Faculty Senate is planned for Fall 2021

- Undergraduate Certificates for Students with Associates degrees from community colleges
  - Joint work group with FS Academic Standards and FS Curriculum Committees planned for the summer with a proposal planned for the fall

- Recognition of Students in the Top 2% of their Class in their College
  - Review the historical policy and current policy stated in the catalog to develop criteria for recognizing the students in the Top 2% of their Class

Respectfully submitted,

Terri D. Boylston, Chair
The Outcomes Assessment committee met 3 times in the fall of 2020 and 2 times in the spring of 2021.

Activity:
During the 2020/2021 year, the Outcomes Assessment committee reviewed and discussed the following:

- Revised and updated the language in the Faculty Handbook, section 10.7.2, on Outcomes Assessment to reflect current practices and expectations, along with added verbiage regarding the four approved (Feb. 11, 2021) university-wide outcomes (Diversity and Global Citizenship, Communication, Critical Thinking and Problem Solving, Information Literacy). Hence, the following steps were taken:
  - Revised language to propose four outcomes as university-wide learning outcomes based on existing outcomes already held in each individual college.
  - Submitted handbook language changes to Academic Affairs Council (AAC) in Feb/March 2021.
    - Handbook language changes were unanimously approved at AAC meeting on March 24, 2021.
  - After AAC accepted proposed changes, they were presented to the Faculty Senate Executive Board at their April 13, 2021 meeting.
    - Comments from this meeting were shared with Committee Chair by Ann Marie VanDerZanden: “Overall, there was support for it, but there were some suggestions for word changes and some clarity on must vs. will [should].”

- Upcoming Higher Learning Commission review
  - Iowa State engaged in a Higher Learning Commission Year Four Assurance Review, which began on February 3, 2020. As a portion of this review, and in the spirit of continuous improvement, there are areas where Iowa State could improve related to learning outcomes assessment. Some of these areas Iowa State self-identified in preparation for the visit and others were identified by the visiting team.
  - The HLC Review report noted that although Iowa State clearly outlines the skills and attitudes that every ISU undergraduate should
possess, "[i]t is less clear how these outcomes will be assessed and aggregated at the institutional level." The committee has surveyed other Big12 institutions to determine how Iowa State’s Gen Ed assessment practices compare with practices at the other Big12 institutions. It is apparent that our assessment practices are not in alignment with other Big 12 institutions.

- On April 13, 2021, HLC approved Iowa State’s proposed Quality Improvement Initiative project. Iowa State is participating in the American Council on Education's Learner Success Lab with nine other institutions. As part of this 18-month project, Iowa State faculty and staff will conduct a comprehensive audit of the university’s current student success initiatives and will propose a strategic plan for learner success. The plan aims to align policies, resources, and practices to better facilitate learner success. To date, the project steering committee has appointed six subcommittees and has commenced the comprehensive audit part of the project. Sixty-four members of Iowa State’s community are participating in the project subcommittees. The project will examine learner success through the lenses of diversity/inclusion, data-driven decision-making, and agility/transformation.

- Our committee continues to look for ways to partner with existing resources available on campus, such as CELT. For example, to help support the outcomes assessment committee’s efforts, two CELT staff members will participate in a week-long “Assessment 101” training sponsored by James Madison University in June 2021.

**Goals for the next year:**
- Once the language in the Faculty Handbook, section 10.7.2, on Outcomes Assessment has been approved to reflect current practices and expectations, our committee will draft a recommended implementation plan.
- Identify agenda for next academic year, including a recommended five-year assessment plan for the General Education requirements.
- During the next academic year we will partner with CELT to develop training for faculty and staff on assessment practices.
DATE: April 26, 2021
TO: Sarah Bennett-George, Academic Affairs Council
SUBJECT: Annual Report
CC: Sherri Angstrom

- Create a best practices guide and website for outcomes assessment in conjunction with CELT.
- Ensure adequate preparation for the upcoming HLC Review.
- Consider as part of HLC Quality Initiative – Conduct Needs assessment for Curriculum/co-curriculum. Determine where colleges stand with outcomes assessment and to recommend training, processes, and potential resources.
Annual Report – Student Affairs Committee – 2020-2021

Members: Jodi Sterle (CALS); Rahul Parsa (Business); Julie Stevens (Design); Tim Bigelow (Engineering); Ann Smiley (Human Sciences); Kent Kerby (LAS); Austin Viall (VET); Jack Bender (SG); Krista Klocke (GPSS); Toyia Tounger (VPSA); Sharron Evans (AVPSA)

Additional undergraduate members for the Spring SAC meetings: Abbie Schulte, Lea Lefebure, Gracie Greiner, Vasamsetty Gautham Sravan, Tary Todd, Andrea Fager, Elly Smith

Additional graduate students for the Spring SAC meetings: Allison Durazzi, Caroliena Cabada

The committee met once in the fall with the goal to become better acquainted and to open lines of communication with our new Senior Vice President for Student Affairs, Dr. Toyia Younger.

In the spring we were asked to serve as a task force to provide feedback from faculty and students regarding the return to the classroom and campus culture next fall. To this end, we added seven undergraduates to our meetings and two graduate students. We met four times, resulting in providing recommendations to Ann Marie VanDerZanden, Associate Vice Provost for Academic Programs. This feedback, in turn, will be considered by the Academic Continuity Committee for Fall 2021.

Respectfully submitted,

Ann L. Smiley, chair
2020 - 2021 Report to Faculty Senate
Faculty Senate Judiciary and Appeals Council
Faculty Senate Committee on Appeals

The Faculty Senate Committee on Appeals (FSCA) received quite a few informal inquiries this year, but only had a single case traverse the process. That case was analyzed by an Ad Hoc Investigative Committee of three members, and recommendations came from a meeting of 23 members of the FSCA. Those recommendations were forwarded to Provost Wickert.

The FSCA notes that there is an increase in the number of cases that progress to the formal appeal in which there is a central issue related to a “letter of direction” or a “letter of non-disciplinary corrective action,” based on FH 7.2.7.7 Non-disciplinary Corrective Action. In 2021-2022, the Judiciary and Appeals Council will be working through the Faculty Senate to modify that section of the Faculty Handbook to add clarity for both authors and recipients of these “letters of direction.”