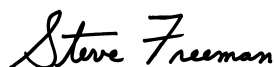


Memo from the desk of:



Steven A. Freeman, University Professor
Chair, Governance Council

DATE: 4/23/21

TO: Faculty Senate Executive Board

SUBJECT: Governance Council 2020-2021 Annual Report

CC: Sherri Angstrom

2020-2021 Governance Council Membership

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

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.

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
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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.