IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES
February 7, 2006

Present: Baldwin, C. (President); Bradbury, S. (Design Caucus); Crase, S. (FDAR); Fiore, A.M. (Human Sciences Caucus); Girton, J. (RPA); Mennecke, B. (Business Caucus); Owen, Mike (Ag Caucus); Phye, G. (Human Sciences Caucus); Robinson, W. (Judiciary and Appeals); Roskey, C. (Academic Affairs); Thompson, J. (on behalf of E. Thacker, Vet Med Caucus); Vrchota, D. (Governance); Wallace, R. (LAS Caucus); Zanish-Belcher (Secretary)

Absent: Agarwal, S. (Past President); Heising, C. (Engineering Caucus); Palermo, G. (President-Elect)

Provost Office: S. Carlson and D. Holger

Guest: S. Freeman

I.   **Call to Order – 3:10 p.m.**

Baldwin called the meeting to order at 3:08.

II.   **Consent Agenda – 3:10 p.m.**
         A.   **Agenda, Executive Board Meeting, February 7, 2006**
         B.   **Minutes, Executive Board Meeting, January 10, 2006**

Baldwin amended the agenda so the Executive session will be the final item prior to adjournment. Vrchota also noted that Girton should be listed with the by-laws discussion in regards to RPA.

Girton moved, Wallace seconded, and the consent agenda was passed.

II.   **Presentation: Steve Freeman – Double Voting and External Review Letters – 3:15 p.m.**

Freeman (Chair) reported on the work of the Promotion and Tenure Task Force, which was charged to look at issues of concern across the campus. The Task Force has had wide-ranging discussions with caucus chairs.

One particular issue of concern has been the practice of double voting and the Task Force has agreed that each participant in the process should be allowed to provide input once.

Wallace questioned the proportion of departments relying on this practice? Freeman responded that this is unknown. This tradition may not necessarily be documented as part of a department's policy.

Robinson pointed out that this may be an issue for smaller departments, with extremely small numbers of faculty. In these circumstances, it would be very important for these votes to be recorded. They may need to rethink this.

Freeman responded that it is up to the department to handle these situations. 1 vote each is the only way to ensure equality. We should not try to legislate the process.

Holger noted it would be helpful for committees to provide advice. This mainly appears to be a problem with people who are moving to full professor.

Girton commented that there are so many variations on campus, it is impossible to develop best practices. It should be understood that at the college level, faculty should not vote on the people coming out of your department.

In regards to the external reviewers issue, the current guidelines are a bit fuzzy in terms of identifying external reviewers.

Currently, the proposed number and names of reviewers, are half from the department and half from the candidate.

Crase asked about the candidate's exhausting the list of possibilities in a potential field.

Yes, the reviewers can overlap. Being picked independently is the important thing. No more than 6 letters go forward.

Baldwin asked if proposed best practices should be included, and is this different from a proposed policy? Yes.

The Executive Board agreed that an explanatory narrative to better explain the policy would be helpful.

Phye especially likes the professional biography.

Freeman commented that asking the reviewer for a biographical sketch is fine.

We do need to clarify that we don't want a comment from the reviewer in regards to their obtaining tenure at their institution or at ISU. We need to articulate what will be requested from the reviewer.

It was pointed out that some senior faculty are voting without access to the material. While external letters are confidential, they should be available to everyone that is involved with the decision.

Baldwin asked if we should have separate docket items for each policy recommendation.

Freeman recommended yes.

The Executive Board then discussed the different levels of access to reviewers' letters. Some use anonymous quotes from the letters, while other departments actually quote the reviewer directly. The candidate does not see the letters, so these practices do impact on what they see from their own department.

Holger/Carlson feels that this is not an issue; departments usually investigate negative comments pretty thoroughly.

Robinson moved, Girton seconded, and the Executive Board agreed to take these recommendations forward to the Senate.

The group agreed that faculty administrators should not be allowed to vote.

IV.   Announcements and Remarks – 3:30 p.m.
**   A.   President**

Baldwin submitted a report prior to the meeting:

1)   The 2nd Budget Model Report is out and on the web. An open forum will be held on Monday, Feb 13 at 11 am in the Campanile Room of the MU.

2)   BOR meeting was held on Feb 1 & 2 at the Scheman Center in Ames. The Office of the President arranged a luncheon of EB members and Regents. The luncheon also had P&S Council members in attendance. There was opportunity to speak with regents about various items.

3)   At the BOR meeting, SUI FS Pres Richard LeBlond addressed the BOR regarding composition of the search committee for the next university president. The BOR is to meet with the SUI FS leadership and hold an open forum at SUI. They will announce the committee at the March BOR meeting.

4)   The following items moved through the Council of Provosts on Jan 31. Proposed programs: MFA Creative Writing and the Environment; MS/PhD (Interdepartmental Graduate Program) in Nutritional Sciences; MS in Seed Technology and Business. Name Change: Foreign Languages and Literature to World Languages and Cultures. Program termination: MS and PhD in Nutritional Physiology; MS and PhD in Human Nutrition.

5)   The North Central Re-Accreditation report is on the web. FS leadership will have the opportunity to meet with the Accreditation team. Info was presented at the President's Council on Feb 3. You can find more information about the visit at http://www.iastate.edu/~inst_res_info/pages/PCR.html , click on February 2006. Input is being solicited.

6)   At the President's Council on Feb 3, the Faculty Senate continued the discussion from last years Faculty Spring Conference on Climate, Work-life balance and Betterment.

Sharon Bird and Lawrence Genalo presented information to the attendees. An announcement of the next Faculty Spring Conference was also made. Info can be found at http://www.iastate.edu/~inst_res_info/pages/PCR.html ; click on Feb 3.

7)   GSB has a Principles Commission which has developed the first "Principles of Community" document. It is patterned after those at other higher education institutions and is in response to activities that occurred on campus recently. It is chaired by Phil Hernandez, a graduate student in Higher Ed and Leadership, and Penny Rice, Director of the Women's Center. This item has been directed to FDAR. More information can be found at www.gsb.iastate.edu/aboutgsb/committees/principles ;

8)   Assessment and Development of Distance Ed Policy and Process was discussed with the Provost's Office Feb 3. The new Vice Provost for Extension, Jack Payne, Sedahlia Crase of FDAR, Dave Holger, Bill Tysseling, and Claudia Baldwin will meet to discuss this. Please let me know if you would like to be included.

9)   Special Guest at upcoming Meetings include Jamie Pollard, March 28; President Geoffroy, April ll.

B.   President-Elect

President-Elect Palermo was not present.

C.   Provost

As Provost Allen is out of the office, Holger and Carlson made the following brief announcements: the accreditation visit is approaching, the DMACC partnership will be announced on Feb. 20, and Carlson will be forwarding suggested revisions for the Faculty Conduct Policy to the Faculty Senate.

D.   Committee/Council Reports

The Council Reports were submitted electronically to the Board. There were a few brief announcements.

Roskey announced that the due dates for the catalog copy are coming up

Vrchota announced the at-large elections. 4 Colleges have lost positions, which indicates the university is losing faculty. The call for nominations will continue, and she will push in the Senate.

Electronic elections will be held the week of Feb. 20-24.

There will also be a vote on the constitution changes.

Also, the nominations call was accidentally also sent to administrators.

This information needs to be added to the by-laws.

V.   Old Business – 3:35 p.m.
A.   Governance Council – Change in Bylaws regarding RPA Council – Jack Girton

Girton described the committees currently existing under the RPA council. They have made one addition to the IT Committee charge, in stating that it is a faculty advisory committee to the CIO.

Article VI, Section 6. Council on University Resource Policies and Allocations

A. Charge: Develops and maintains a system for 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; works with the university president and other administrators to implement approved policies. Serves as the provost's advisory committee on budget and planning. Reviews issues related to budget policy and budget formation, and makes recommendations on issues of budget and planning to the Provost.

B. Committees of the Council on University Resource Policies and Allocations

1.Committee on Research Planning and Policy

a. Charge: Reviews issues of long term and short term importance to the ISU research efforts. Serves as the advisory committee to the Vice Provost for Research, and prepares reports and recommendations on items of importance to the faculty and/or the Vice Provost for Research. The chair also serves on CURIA.

b. Membership—Voting: One member from each College.
Membership—Non-voting, ex-officio member: the vice-provost for research.

c. Term of Office: Committee members will be appointed for a three year term, renewable for a maximum of six years.

2.Committee on Faculty Welfare and Benefits

a. Charge: Oversees current policies and develops new ones concerning the insurance, benefits, and general welfare of all faculty.

b. Membership—Voting: An attempt will be made to make the committee representative of the broad diversity of the faculty. A representative of the university benefits committee will be a voting member of this committee.

Membership—Non-voting, ex-officio members will include representatives of the offices of the provost and vice president of business and finance.

c. Term of Office: Committee members will be appointed for a three year term, renewable for a maximum of six years.

3.Committee on Business and Finance

a. Charge: Reviews issues of business, finance, and university infrastructure. Serves as the faculty advisory committee to the Vice President for Business and Finance. Prepares reports and recommendations for the Senate and for the Vice President for Business and Finance.

b. Membership—Voting: Chair plus four members.
Non-voting, ex-officio member: the Vice president for Business and Finance.

c. Term of Office: Committee members will be appointed for a three year term, renewable for a maximum of six years.

4.Committee on Information Technology

a. Charge: represent faculty interests regarding IT in areas of teaching, research, and service; coordinate information and action of standing and ad hoc IT committees across campus; initiate, monitor, and revise, as needed, IT policies on campus; address IT issues of importance to the faculty and administration.

b. Membership—Voting: The voting members of the committee will be a chair and one representative from each college and from the library; in addition, not more than three members from the general faculty who have expertise in IT matters will be appointed by the Faculty Senate President.

Nonvoting: Non-voting ex-officio member will be the CIO.

c. Term of Office: Committee members will be appointed for a three year term, renewable for a maximum of six years.

Vrchota questioned the change in regards to the language for the IT Committee. Did the RPA Council revise the charge? Girton responded that only an additional sentence to place the Committee within the RPA structure.

Girton moved, Robinson seconded, and the Executive Board approving the forwarding of this on to the Faculty Senate.

VII.   New Business – 4:20
**   A.   Resolution on University Presidential Searches**
Baldwin introduced the resolution forwarded on to the President and Provost.

ISU FACULTY SENATE RESOLUTION
Regarding

SELECTION OF IOWA STATE UNIVERSITY PRESIDENTS

Resolution passed on February 1, 2006 by the
Administrative Committee of the Faculty Senate

The Board of Regents is responsible to the people of Iowa for hiring the presidents of the three Regents universities: UNI, SUI and ISU. The three Regents' universities with their collective missions to provide post-secondary and graduate education, to provide top-flight research and to advance economic development are responsible to the people of Iowa as well. Jointly they have effectively searched for, and selected leaders of the Regents institutions that have had the support and respect of the Regents, the university communities, and the people of Iowa.

Whereas, since 1981, the process of university-based broadly representative membership, and General Faculty leadership of the search committee with final decision authority resting with the Regents has led to important and successful leadership choices of the Regents' universities, *be it resolved that*:

1) Presidential search committees shall be broadly representative of members of the university community: including faculty, administrators, students, alumni and staff.

2) The Regents shall include sufficient numbers of the General Faculty who do not hold university administrative posts on the search committees for presidents so that they shall constitute a significant voting share of the voice with respect to recruiting, evaluating, determining the list of finalists, and recommending the acceptable candidates to the Regent's for their consideration. Collectively, members of the General Faculty shall be a majority of the membership of the search committee.

3) The chair of the search committee shall be a member of the General Faculty.

4) The ISU Senate supports the endeavors of the faculties of SUI and UNI to ensure university-based broadly representative presidential selection processes with direct faculty involvement in the search, screen and recommendation process.

Baldwin commented that it is very important to support the University of Iowa and this resolution has been approved by the Administrative Committee and was presented to the Faculty Senate of the UI, our university administration, and the Board of Regents.

Baldwin has brought this resolution to the Executive Board for any additional commentary and asked if it should also be sent to the full Senate.

Phye raised issues related to shared governance, as while the resolution was labeled ISU Faculty Senate Resolution, he felt he wasn't part of the process. He was also concerned that we blindsided the central administration.

Holger responded that the central administration was not blindsided, they were aware of the resolution.

Baldwin feels that the Administrative Committee must respond to certain issues.

Girton commented that he is in favor of sending this to the full Senate.

Vrchota commented on a previous UNI diversity issue and wonders if we should add a diversity comment. The Executive Board feels this is already implied.

Robinson volunteered to revise the resolution.

Girton moved, Phye seconded, and the Executive Board forwarded the resolution on to the Faculty Senate.

B.   Discontinue UG major in Studies in family and Consumer Sciences

Roskey reported on behalf of the Curriculum Committee (FCSEd). This major was last listed in 1997-1999 in the catalog. It has been dropped, but the catalog was not revised.

Crase moved, Girton seconded, and Executive Board passed the motion discontinuing the major.

C.   Name change for a MS and PhD in Industrial Education and Technology to Industrial and Agricultural Technology

Roskey reported that as the Departments of Agriculture and Biosystems Engineering combined with Industrial Education and Technology, the graduate program name should be revised to reflect this departmental merger.

This has been approved by the College of Agriculture, the Graduate Curriculum Committee, the Faculty Senate Curriculum Committee, the Academic Affairs Council, and the Graduate Council.

This is only a name change and does not impact any courses.

Girton moved, Crase seconded, and the Executive Board approved the name change.

VIII.   Approval of Faculty Senate Agenda for February 14, 2006 – 4:50 p.m.

The Faculty Senate agenda was amended to include a report from the Promotion and Tenure Task Force; At-large elections; and the UI resolution.

Owen moved, Girton seconded, and the Executive Board approved the Senate agenda.

Executive Session – 3:50 p.m.

Phye moved, Girton seconded, and the Executive Board then moved into an Executive Board Session to discuss a recommendation and a report.

IX. Adjourn—5:00 p.m.

The meeting adjourned at 5:48.