



IOWA STATE UNIVERSITY
Faculty Senate

DATE: 10/24/22

TIME: 1:00PM

LOCATION: 107 Lab of Mechanics

Attendees: Matt Frank (Chair), Arnie Cowan, Doug Smith, Dave Peterson, Omar Smadi, Qian Wang, Melha Melatta, Sarah Bennett-George

Minutes-taker: Sarah Bennett-George

Agenda

1. Approval of minutes from 9/19
2. Committee updates (CC, Documents, CDDR)
 - a. CC – Continuing to work on filling gaps within committees.
 - b. Documents – Nothing currently on the docket; canceled October meeting.
 - c. CDDR – Chair was established several weeks into semester, so committee has not yet met.
 - d. General note – May be considering new meeting time to facilitate attendance by all council members. Need to confirm whether time has been booked for spring semester.
3. Virtual Meetings procedures document
 - a. Initial proposal was provided and will be voted on at next meeting.
 - b. Questions/Comments to be considered before next meeting:
 - i. How can we facilitate holding the Senate sessions as open meetings in the virtual format?
 - ii. Could a link be posted on the Faculty Senate website for those who would like to seek out the information in order to attend?
 - iii. If the polling feature serves as an equivalent to a voice vote, what voting systems are needed in the case that a hand vote or written vote are called for/needed?
 - iv. How can we ensure that Senators, Officers, etc. are able to participate in the meeting but guests are able to potentially disrupt the meeting?
4. Rank only title update
 - a. Wait until next month's meeting when Associate Provost Bratsch-Prince is able to attend.
5. Procedures manual, style guide, and process flowchart
 - a. General discussion about the need for a flowchart that clearly communicates the process that an item follows through the committee structure through to implementation.
 - b. Especially needed for items that change the Faculty Handbook, but also needed for items going through other committee processes.
 - c. Necessary for determining the path a proposal takes and clear communication of when a change is implemented (meaning the work is done).
 - d. Matt Frank, Omar Smadi, and Dave Peterson will form a sub-committee to begin gathering information. Sarah Bennett-George will join in December.

6. Other items of interest

- a. Process for submitting agenda items? Email Chair for inclusion. Provide a brief description of concern or issues for council to read in advance.**
- b. Representative Committee will convene to begin discussions of language regarding Student Ratings of Teaching in handbook.**
- c. Future agenda item – can Distinguished, University, and Morrill Professor requirements be clarified to include Term Faculty?**