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April 4, 2006

Faculty Senate

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FACULTY SENATE MINUTES FOR April 4, 2006 (Vol. XXXIV, No. 16)

The 2005 – 2006 Faculty Senate minutes and other information are available on the Web at <http://www.eiu.edu/~FacSen>. The Faculty Senate agenda is posted weekly on the Web, at Physical Sciences Building 1450, and on the third-level bulletin board in Booth Library. Note: These minutes are not a complete verbatim transcript of the Senate meeting.

Notice to Faculty: if you are interested on serving on an Appointed Committee (see below), please submit your name to John Henry Pommier, Nominations Chair, at jhpommier@eiu.edu no later than 12:00 p.m. on April 11, 2006.

- I. Call to order by Chair Assege HaileMariam at 2:00 p.m.** (Booth Library Conference Room)
Present: J. Ashley, A. Brownson, L. Comerford, L. Curry, M. Dao, R. Fischer, A. HaileMariam, R. Hoberman, R. Marshall, L. New Freeland, J. Pommier, T. Sinclair, J. Stimac, and B. Wilson. Excused: D. Van Gunten.
Guests: C. Rohn (Dean of CEPS), D. Reid (CAA), C. Frederick (Student VPAA), J. Melanson (Student Government), and K. Crow (Reporter, *Daily Eastern News*).

- II. Approval of Minutes of 21 March 2006.**
Motion (Wilson / Brownson) to approve the Minutes of 21 March 2006 with correction. Yes: Brownson, Comerford, Curry, Fischer, HaileMariam, Hoberman, New Freeland, Pommier, Sinclair, Stimac, and Wilson. Abstain: Ashley and Dao.

- III. Announcements**
 - A. The Faculty Retirement Reception, co-hosted by the Faculty Senate and UPI, will be held on 18 April 2006 from 2:30 to 4:00 p.m. at the Tarble Arts Center Atrium.
 - B. “Managing your Workload” workshop sponsored by Faculty Development. 5 April, 8:30 AM to 11:30 AM in the Charleston/Mattoon Room of the MLK Student Union.
 - C. “Fast but Fair Methods to Assess Grading and Writing” workshop presented by Dr. Nilson and sponsored by Faculty Development. 5 April, 1 PM to 4 PM. Location to be announced.
 - D. Senator Fischer announced that the offices of Enrollment Management, CASA, Orientation, Honors College, and Student Affairs invite the campus community to participate in a discussion of how students may be more successful academically, personally and professionally titled “Student Success – A Campus Dialogue” to be held on Tuesday, 11 April from 2 – 4 PM in the Charleston/Mattoon Room of the MLK Student Union.
 - E. Senator Pommier announced that The College of Education and Professional Studies and the Minority Recruitment and Retention Committee are holding a panel discussion on "Recruiting and Retention: Gaining Insight to the Needs of Minority-Represented Students at Eastern Illinois University." This will be held from 12 – 1:30 PM on Wednesday, 12 April, in Buzzard’s faculty lounge, Room 2504. Lunch will be provided free to the first 50 attendees.

- IV. Communications**
 - A. Letter of 21 March from Provost Lord, re: Enrollment Management Advisory Committee. Senator Brownson stated that there are two positions – one has been filled with the recent election and the other is the position that she currently fills. Senator Brownson stated that she is interested in serving on the committee again. By consensus, Senator Brownson was appointed by the Faculty Senate to continue to serve on the committee as the Faculty Senate’s representative.
 - B. Letter of 23 March from Provost Lord, re: Honorary Degree IGP.
 - C. Email of 26 March from John Allison and Memorandum from John Allison and Charles Delman, re: Collective Bargaining. Senator Ashley explained that since he was personally cited in the email by John Allison and Charles Delman, that he would have liked to have had the chance to read their concerns prior to distribution. Senator Ashley remarked that some of the information was inaccurate and misleading.
 - D. Email of 27 March from Faculty Senate Executive Committee, re: Collective Bargaining.

- E. Email of 27 March from Abdou Illia, re: ACA. Senator Pommier stated that Illia would like to serve on the ACA Committee. Senator Stimac volunteered to be the second Faculty Senate name put forward to the Provost for the ACA Committee.

V. Old Business

A. Committee Reports

1. Executive Committee: Chair HaileMariam shared items discussed at the most recent CUPB meeting. No decision has yet been made concerning the budget; Blair Hall construction is finishing and moving in should begin shortly; the Tarble Fine Arts Center is on schedule; the recent discussion on Parking Fees has resulted in a subcommittee being formed and no parking fee increase anticipated; and Chair HaileMariam handed out the most recent version of the Mission Statement for comment. Senator Stimac stated that a recent COS Chairs meeting had suggested removal of the word “yet,” which has an implied question associated with it, and replace it with “and.” Senator Comerford suggested that the word “rigorous” may have the wrong connotation. Senators Hoberman and Curry replied that “rigorous” is a commonly used modifier indicating “demanding”. Senator Hoberman asked if the sentence beginning “The University community ...” obliges the humanities to do something that is not that easy to do. Senator Wilson asked if the statement should read “first choice” rather than “superior”. Senator Dao stated that “applied” should be dropped since it is redundant. Senator Ashley disagreed since Political Science is attempting to increase internships. Senator Hoberman added that “applied” does what Eastern Illinois University does best. Senator Fischer suggested that “applied” refers to what Eastern Illinois University does in a broader sense. Senator Dao suggested adding “theoretical” if the word “applied” were kept. Senator Ashley stated that at the recent CIUS (Council of Illinois University Senates) meeting that they looked at an eight point letter advanced by the Faculty Advisory Council to the IBHE. Senator Ashley also stated that other attendees expressed concerns over changing to the Banner system – especially when it came to add-ons to the basic system. Senator Ashley also stated that the “6-percent rule” may pass since there has yet to be any administrative relief. Senator Fischer asked what should be done. Senator Ashley replied that the push at advancing K-16 education may benefit, but lumping us in with K-12 may not be the best method. Senator Comerford asked if the 6-percent rule included summer assignments. Senator Ashley stated that it did. In response to a question from Senator Wilson, Senator Ashley stated that the 6-percent rule was written such that anyone who retirees can earn no more than a 6-percent increase in salaries during the last four years of employment. If a person did earn more than 6-percent, then the amount above 6-percent had to be covered in the person’s pension by the institution. Senator Fischer stated that such a law would effectively eliminate the summer glide. Senator HaileMariam stated that voting could address this ruling and that letters to the legislature might also help.
2. Nominations Committee: Senator Pommier stated that he had one faculty email expressing a desire to be on the ACA (see IV.E). Senator Pommier (Fischer) motioned that Illia’s and Stimac’s names be forwarded to the Provost. Yes: Ashley, Brownson, Comerford, Curry, Dao, Fischer, HaileMariam, Hoberman, New Freeland, Pommier, Sinclair, Stimac, and Wilson. Motion passes 14-0-0. Senator Pommier asked that faculty members interested in volunteering for appointed committees forward their names to him by 12 noon on Tuesday, 11 April. A list of the available positions is attached. Senator Pommier also stated that the Distinguished Faculty Award Committee met last week. The committee, composed of 3 Faculty Senate members, 2 Students, 1 Alumni, and 1 Presidential appointee had two items before it. The first concerned whether or not files of faculty members who are selected one year could be kept until the following year. The committee decided that only once could this “roll-over” occur. With respect to the selection of the Distinguished Faculty Award for the 2005 – 2006 Academic Year, the selection committee had an easy choice since this year’s recipient was a well balanced teaching, researcher, and service person. The recipient was unique and a first-rate, published scholar. Her rigorous research and work ethic as well as her exceptional teaching made the selection easy. Students commented on the nominee’s demanding and intellectual approach to teaching and on the fact she always follows up on questions and concerns that students have asked in class. One student stated that the nominee was a

“brilliant” instructor. Senator Pommier (Ashley) motioned that Ruth Hoberman be selected as the Distinguished Faculty member this academic year. Yes: Ashley, Brownson, Comerford, Curry, Dao, Fischer, HaileMariam, New Freeland, Pommier, Sinclair, Stimac, and Wilson. Abstain: Hoberman. Motion passes 14-0-1.

3. Elections Committee: Senator Ashley handed out the elections results (attached at the end of the minutes) and stated that all positions except for one had been filled. That position, CUPB from LCBAS, will be filed during a special election in that college. The voter turnout was approximately 65% (272 out of 418) of eligible faculty voters. Senator Ashley (Wilson) motioned that the Faculty Elections be certified as presented. Yes: Ashley, Brownson, Comerford, Curry, Dao, Fischer, HaileMariam, Hoberman, New Freeland, Pommier, Sinclair, Stimac, and Wilson. Motion passes 14-0-0. Senator Ashley suggested that a follow-up survey should be sent to faculty asking if they encountered any voting problems. Chair HaileMariam thanked Senator Ashley for his long and hard work at making this first electronic election so successful.
4. Faculty – Student Relations Committee: no report.
5. Faculty – Staff Relations Committee: no report.
6. Budget Transparency Committee: Senator Ashley stated that the committee met with VPBA Cooley last week in response to the release of the external auditors report. Senator Ashley explained that the report had to be first presented to the BOT prior to the official release to the University community. The report had eight material findings and that most were minor. There were only two “major” findings: the timeliness of bank reconciliations and the application of Generally Accepted Accounting Procedures (GAAP). A third finding concerning time reporting (the “15 minute rule”) was noted, but it was noted on the reports to all colleges and universities. Senator HaileMariam suggested that if the faculty were to be required to record activities every 15 minutes, then all time should be recorded even if the faculty member thought about an examination at 5 AM and was grading at midnight. The true extent of faculty dedication would be apparent to the legislature.
7. Faculty Forum Committee: Senator Fischer stated that he identified three themes coming from the Faculty Forum: 1) how to articulate our Mission better, 2) We should speak as one, and 3) we should inform potential and current students of all the possible educational opportunities we offer. Senator Wilson stated that marketing was central to these concerns. For example, the Eastern Illinois University web page looks like all other colleges’ pages – we should get students involved on its design. There should also be a campus coordinator for study abroad, internships, and other opportunities for students. Senator Sinclair stated that there should be a centralized location knowing what is happening on campus – not the various calendars that are sometimes updated. Senator Fischer stated that both internal and external publicity needed to be increased. Many times he has suggested that the web site be improved by simply adding academics as a central theme. Senator Fischer stated that he finds it exceeding frustrating at the lack of an academic focus on the web site. Lack of a campus calendar listing all events is also a concern. Senator Curry added that a central clearing house for events would help a great deal – all events would be included. Senator New Freeland stated that a centralized link would benefit all. Senator Wilson also stated that coordinated marketing needed to be increased. Senator HaileMariam stated that Eastern Illinois University needed to reach out to the community and invite people to events – simply having the event listed on a calendar doesn’t always work. Senator Fischer suggested a one page overview highlighting key points. Reid suggested that the points could very easily relate to the Mission Statement. Chair HaileMariam suggested that a summary statement from the Faculty Forum be generated and forwarded to the President.
8. Other Reports
 - a) Bylaws Committee: Senator Stimac handed out a modified Bylaws as discussed previously and modified by the ad hoc bylaws committee (attached at the end of the minutes). The one addition since previous discussion was section II.C.8.a – the definition of a vacancy. Such a definition will allow a replacement to be made if a senator can no longer fulfill the obligations of their position. Senator Wilson (New Freeland) motioned that the Faculty Senate Bylaws be approved as presented. Yes: Ashley, Brownson, Comerford, Curry, Dao, Fischer, HaileMariam, Hoberman, New Freeland, Pommier, Sinclair, Stimac, and Wilson. Motion passes 14-0-0.

- b) Provost's Report: no report.
- c) Enrollment Management Advisory Committee: Senator Brownson stated that the Enrollment Management Committee has decided that in lieu of our admission requirement grid for new freshmen, our publications should read:

“In addition to ACT and SAT scores, class rank and grade point average, Eastern Illinois University considers:

- The grades you earned in your college preparatory courses -- a high level of achievement and consistency at that level.
- Evidence of your motivation to rebound from extenuating circumstances, as demonstrated by improving grades following a difficult semester.
- Your well-crafted personal statement explaining how you will incorporate EIU resources in your plan for continued academic excellence.
- Letters of recommendation from teachers and counselors who will describe your performance in the classroom and potential to succeed at EIU.”

VI. New Business

VII. Adjournment at 3:45 p.m.

Future Agenda Items:

Future Agenda Items: External Relations; Alumni Association; Campus Atmosphere; Vision for Future; Long Range Planning; Housing; Conservation Committee.

Respectfully submitted,

John Paul Stimac

**Call for Volunteers to fill
Faculty Senate Appointed Positions on University Boards and Councils 2006-07**

Volunteers are needed for the following positions:

Academic Tech Advisory Committee (ATAC)

No Positions Open

Achievement and Contribution Award Committee (1-yr. Term)

(Faculty Senate submits two names by April 15)

Campus Recreation Board (3-yr. Term)

Two Position Open

Development Communications (1yr. Term)

One Position Open (Faculty Senate appointment)

Distinguished Faculty Award (1-yr. Term)

Three Positions Open (Faculty Senate appointed in fall)

Enrollment Management Advisory Committee (1-yr. Term)

One Position Open (Faculty Senate appointed in fall)

Financial Aid/Grants Committee (3-yr. Term)

No Positions Open

Health Services Advisory Board (3-yr. Term)

One Position Open (first year as alternate)

IBHE Faculty Advisory Committee (4-yr. Term)

No Positions Open

Institutional Review Board on Human Subjects in Research (IRB)

No Positions Open

Intercollegiate Athletic Board (3-yr. Term)

Three Positions Open (first year as alternates)

Judicial Board (2-yr. Term)

Six Positions Open

Library Advisory Board (3-yr. Term)

One Position Open from Arts/Humanities

One Position Open from CEPS

One Position Open from Sciences

One Position Open from Bus/App Sciences

Luis Clay Mendez Distinguished Service Award (1-yr. Term)

Three Positions Open (Faculty Senate appointed in fall)

Parking Advisory Committee (2-yr. Term)

No Positions Open

Parking Appeals Committee (1-yr. Term)

Two Positions Open

Publications Board (3-yr. Term)

One Position Open

Radio-Television Center Board (2-yr. Term)

One Position Open (first year as alternate)

Records and Registration Advisory Committee (1-yr. Term)

One Position Open

Technology Enhancement and Management (TEAM) Grants Council (2-yr. Term)

One Position Open from College of Arts and Humanities

One Position Open from College of Sciences

One Position Open from Council of Chairs

One Position Open from Council of Deans

One Position Open from Office of Academic Affairs

Textbook Rental Advisory Committee (2-yr. Term)

Two Positions Open

Tuition and Fees Review Committee (1-yr. Term)

One Position Open

University Union Advisory Board (3-yr. Term)

Three Positions Open

If you are interested in serving, please submit your name to John Henry Pommier, Nominations Chair, at jhpommier@eiu.edu no later than 12:00 p.m. on April 11, 2006.

Faculty Election Results

| College Participation | Total |
|---|--------------|
| College of Sciences | 87 |
| College of Arts and Humanities | 80 |
| College of Business and Applied Sciences | 51 |
| College of Education & Professional Studies | 39 |
| Library and Media Services Faculty | 15 |
| Totals: | 272 (65.07%) |

| Faculty Senate | CAH | LCBAS | CEPS | COS | LMSF | Total |
|-----------------------|------------|--------------|-------------|------------|-------------|--------------|
| Bud Fischer | 49 | 33 | 24 | 51 | 12 | 169 |
| John Henry Pommier | 33 | 34 | 34 | 33 | 34 | 168 |
| John Stimac | 40 | 17 | 23 | 58 | 11 | 149 |
| Jeanne Snyder | 37 | 35 | 21 | 34 | 9 | 136 |
| Bill Joyce | 33 | 27 | 11 | 29 | 6 | 106 |
| Rajit Mazumber | 45 | 5 | 9 | 28 | 4 | 91 |
| John Best | | | | 2 | | 2 |
| Ronan Bernas | | | | 2 | | 2 |
| John Allison | 1 | | | | | 1 |
| Charles Kinbote | 1 | | | | | 1 |
| Jon Colt | 1 | | | | | 1 |
| Ruth Hoberman | 1 | | | | | 1 |
| James Wallace | | | 1 | | | 1 |
| Jean Wolski | | | | 1 | | 1 |
| Tim Mason | | | | 1 | | 1 |
| Andrew M. White | | | | 1 | | 1 |

Council on Academic Affairs -at large

| | | | | | | |
|-------------------|----|----|----|----|---|-----|
| Jean Dilworth | 37 | 35 | 21 | 20 | 7 | 120 |
| Marshall Lassak | 20 | 13 | 10 | 43 | 7 | 93 |
| John Shade | 1 | | | | | 1 |
| Bailey Young | 1 | | | | | 1 |
| Francine McGregor | 1 | | | | | 1 |

Council on Academic Affairs -CAH

| | | | | | | |
|---------------|----|--|--|--|--|----|
| Les Hyder | 37 | | | | | 37 |
| Douglas Bock | 12 | | | | | 12 |
| Anita Shelton | 2 | | | | | 2 |
| Robin Murray | 1 | | | | | 1 |
| Olga Abella | 1 | | | | | 1 |
| Jin-hee Lee | 1 | | | | | 1 |
| Jerie Weasmer | 1 | | | | | 1 |
| Debra Reid | 1 | | | | | 1 |
| Jad Smith | 1 | | | | | 1 |

Council on Academic Affairs -CEPS

| | | | | | | |
|-----------------|--|--|----|--|--|----|
| Julie Dietz | | | 27 | | | 27 |
| Lucia Schroeder | | | 11 | | | 11 |

Council on Graduate Studies -COS

| | | | | | | |
|----------------------|--|--|--|----|--|----|
| Thomas Nelson | | | | 49 | | 49 |
| Eric Hake | | | | 1 | | 1 |

Council on Graduate Studies -LCBAS

| | CAH | LCBAS | CEPS | COS | LMSF | Total |
|-----------------|-----|-------|------|-----|------|-------|
| Ping Liu | | 23 | | | | 23 |
| Cheryl Noll | | 20 | | | | 20 |

Council on Teacher Education -CEPS**-Special Ed**

| | | | | | | |
|-----------------------|--|--|----|--|--|----|
| Christy Hooser | | | 31 | | | 31 |
| April Flood | | | 1 | | | 1 |
| Barb Walker | | | 1 | | | 1 |

Council on Teacher Education -CEPS**-Phys. Ed/Leisure Studies/Health Studies**

| | | | | | | |
|---------------------------|--|--|---|--|--|---|
| Richard Cavannaugh | | | 2 | | | 2 |
| Deb Wolf | | | 1 | | | 1 |
| Stacy Ruholl | | | 1 | | | 1 |
| Kevin Hussey | | | 1 | | | 1 |

Council on Teacher Education -COS

| | | | | | | |
|------------------------|--|--|--|----|--|----|
| Chris McCormick | | | | 44 | | 44 |
| Andrew White | | | | 25 | | 25 |

Council of Univ. Planning & Budget -LCBAS

| | | | | | | |
|--|--|----|--|--|--|----|
| Bill Joyce | | 41 | | | | 41 |
| VACANT – owing to Bill Joyce accepting election to Faculty Senate (LCBAS special election will be held) | | | | | | |

Council of Univ. Planning & Budget -CAH

| | | | | | | |
|-----------------------|----|--|--|--|--|----|
| Teresa Britton | 67 | | | | | 67 |
| Doug Bock | 1 | | | | | 1 |
| David Radavich | 1 | | | | | 1 |

Council of Univ. Planning & Budget -LMSF

| | | | | | | |
|-----------------------|--|--|--|--|----|----|
| Jocelyn Tipton | | | | | 13 | 13 |
| Phil Age | | | | | 1 | 1 |

Council of Univ. Planning & Budget -CEPS**-1 year term**

| | | | | | | |
|----------------------|--|--|---|--|--|---|
| Sheila Simons | | | 1 | | | 1 |
| Dawn Vangunten | | | 1 | | | 1 |
| Bill Higelmire | | | 1 | | | 1 |

Admissions Appeal Review Com. -CAH

| | CAH | LCBAS | CEPS | COS | LMSF | Total |
|--------------------|-----|-------|------|-----|------|-------|
| Joe Gisandi | 53 | | | | | 53 |
| Ping Lu | 1 | | | | | 1 |

Enrollment Manage Advisory Com. -CAH

| | | | | | | | |
|---------------|----|--|--|--|--|--|----|
| Fern Kory | 47 | | | | | | 47 |
| Terri Johnson | 21 | | | | | | 21 |

**Academic Prog. Elim. Review Com. -CEPS
-PhysEd/Leisure Studies/Health Studies**

| | | | | | | | |
|--------------------|--|--|--|---|--|--|---|
| Jon Oliver - PED | | | | 2 | | | 2 |
| Charles Chancellor | | | | 1 | | | 1 |

**Council for Faculty Research -LCBAS
-1 year term**

| | | | | | | | |
|-------------------|--|--|--|----|--|--|----|
| Richard Wilkinson | | | | 32 | | | 32 |
| Bill Joyce | | | | 16 | | | 16 |

Council for Faculty Research -COS

| | | | | | | | |
|-------------|--|--|--|--|--|----|----|
| Linda Ghent | | | | | | 38 | 38 |
| Henry Owen | | | | | | 26 | 26 |

**Council for Faculty Research -LMSF
-Counceling/Library/MediaServices**

| | | | | | | | |
|---------------------|--|--|--|--|--|----|----|
| Stacey Knight-Davis | | | | | | 15 | 15 |
|---------------------|--|--|--|--|--|----|----|

University Personnel Committee -at large

| | | | | | | | |
|------------------------|----|----|----|----|----|--|-----|
| David Kammerling Smith | 64 | 37 | 29 | 56 | 11 | | 197 |
| Jeff Ashley | 1 | | | | | | 1 |
| Phil Age | | | | | 1 | | 1 |

University Personnel Committee -COS

| | | | | | | | |
|------------|--|--|--|----|--|--|----|
| Alan Grant | | | | 61 | | | 61 |
|------------|--|--|--|----|--|--|----|

University Personnel Committee -CEPS

| | | | | | | | |
|------------------|--|--|--|---|--|--|---|
| Phyllis Croisant | | | | 1 | | | 1 |
| Sheila Simons | | | | 1 | | | 1 |
| Marylin Lisowski | | | | 1 | | | 1 |
| Marie Fero | | | | 1 | | | 1 |

University Personnel Committee -LCBAS

| | CAH | LCBAS | CEPS | COS | LMSF | Total |
|-------------|-----|-------|------|-----|------|-------|
| Hank Davis | | 39 | | | | 39 |
| Julie Chadd | | 1 | | | | 1 |
| Bill Joyce | | 1 | | | | 1 |

**University Personnel Committee -LCBAS
-Spring 2007 only**

| | | | | | | |
|--------------------|--|---|--|--|--|---|
| Charles W. Wootton | | 2 | | | | 2 |
| Phil Age | | 1 | | | | 1 |
| Norm Garrett | | 1 | | | | 1 |
| Ron Sutliff | | 1 | | | | 1 |
| Bill Joyce | | 1 | | | | 1 |
| Nancy Marlow | | 1 | | | | 1 |

| | | | | | | |
|----------------------|---|--|--|--|--|---|
| Mikki Meadows | 1 | | | | | 1 |
| Kathleen O'Rourke | 1 | | | | | 1 |
| Lisa Taylor | 1 | | | | | 1 |
| Monippallil, Matthew | 1 | | | | | 1 |
| Thomas Hawkins | 1 | | | | | 1 |

Sanctions & Terminations Com -at large

| | | | | | | |
|--------------|----|----|----|----|---|----|
| Steve Scher | 22 | 3 | 7 | 39 | 6 | 77 |
| Sally Turner | 31 | 11 | 13 | 11 | 6 | 72 |
| Ron Sutliff | 7 | 23 | 7 | 11 | 2 | 50 |
| Bill Joyce | | 1 | | | | 1 |

**Eastern Illinois University's
Faculty Senate By-Laws**
(Approved May 21, 1991; Last Revised April 4, 2006)

- I. Standing committees shall include the following committees, either elected from the Faculty Senate or appointed by the chair with the concurrence of a majority of the Senate:
 - A. Executive Committee
 - B. Nominations Committee
 - C. Elections Committee
 - D. Student-Faculty Relations Committee
 - E. Faculty-Staff Relations Committee
 - F. Forum Committee

- II. Membership and Duties of the Senate's Standing Committees:
 - A. Executive Committee
 1. The Executive Committee shall have three members: Chairperson, Vice-Chairperson, and Recorder and shall serve as the liaison between the Faculty Senate and the President and Provost of the University.
 2. To be nominated for election to the Executive Committee, nominees need to be members of the Faculty Senate. Nominations to the Executive Committee shall be made during the last regular meeting in April and are subject to approval by majority vote of the Faculty Senate.
 3. The responsibilities of the members of the Executive Committee shall be as described in Robert's Rules of Order.

 - B. Nominations Committee
 1. The Nominations Committee shall have at least three members. The Nominations Committee shall distribute to the faculty in February a statement of eligibility requirements for nomination and election together with instructions for submitting petitions of nominations.
 2. To be nominated for election to any of the major committees a faculty member must submit, or have submitted for her/him, an individual petition bearing the names of ten members of the faculty. The Nominations Committee shall prescribe a time by which petitions of nomination are to be received; petitions reaching the chairperson of that committee later than that prescribed time (day and hour of that day) shall not be considered.
 3. If fewer than two nominations are received for each vacancy to be filled, the Nominations Committee shall advise the Senate, whereupon the Senate will, with discretion as to the availability of the suitable and willing candidates, attempt to secure additional nominees sufficient to bring the number of nominees for each vacancy to at least two. Such additional nominations will usually be recommendations of the Nominations Committee, but, in any instance, they shall require a majority vote of the Senate.
 4. A faculty member may be nominated for election or appointment to only one major standing committee of the Faculty (i.e., CAA, CGS, COTE, CFR). Current members of the Faculty Senate shall not be eligible for nomination to another elected committee position unless their terms expire in the semester in which the election is held.
 5. The Nominations Committee shall be responsible for the nomination of bargaining-unit faculty members for the following Faculty Committees and Student-Faculty Boards: Apportionment Board, Affirmative Action Advisory Board, Campus Recreation Board,

Environmental Health & Safety Committee, Financial Aid Appeals Committee, Health Service Committee, IBHE Faculty Advisory Committee, Intercollegiate Athletics Board, Judicial Board, Library Advisory Board, Multicultural Affairs Board, Parking Advisory Committee, Performing Arts Board, Publications Board, Radio-TV Board, Textbook Library Advisory Committee, University Union Advisory Board.

6. These nominations will be presented at the last regular meeting in April and be subject to approval through majority vote of the Faculty Senate.
 7. Annually, by October 1, the Nominations Committee shall request from each of the Faculty Committees and Student-Faculty Boards the following information: (1) a copy of that committee's By-Laws, which request may be satisfied by a statement that no changes have been made since the previous submission; (2) a current roster of active members; and (3) a list of tentative dates for meetings during the forthcoming year.
 8. One member of the Nominations Committee shall serve as a liaison between the Faculty Senate and the Faculty Committees and Boards to which the Senate appoints members. The Nominations Committee shall appoint faculty who shall inform the liaison of significant ongoing and upcoming actions of Faculty Committees and Boards.
- C. Elections Committee
1. The Elections Committee shall have at least three members, including the Vice-Chairperson who shall serve as chair of the Elections Committee.
 2. Annual elections shall be conducted each Spring semester for membership on the Faculty Senate, the Council on Academic Affairs, the Council on Teacher Education, the Council on Graduate Studies, the Council on Faculty Research, the University Personnel Committee, the Academic Program Elimination Review Committee, the Council on University Planning and Budget, the Enrollment Management Advisory Committee, the Admissions Review Committee, and the Sanctions and Termination Hearing Committee.
 3. Regular elections shall be held at an announced central polling place on the campus or via secured electronic means.
 4. The Faculty Senate minutes shall carry a list of all candidates not later than the second week of March, along with announcement of the date for election, to be held not later than the last week of March. Names on the ballots shall be arranged in alphabetical order. Arrangements for absentee voting shall be made by the Elections Committee.
 5. The winning candidates will be those with the most votes. In case of ties the selection will be made by a coin flip conducted by the chair of the Elections Committee. The coin flip will take place in the presence of the candidates tied in the voting process.
 6. Final election results shall be published as early as possible in the Senate minutes; these results shall include the number of votes received by each nominee.
 7. Newly elected members shall take office at the first meeting of the Fall semester.
 8. Filling of Vacancies
 - a. Definition of a Vacancy: A Senator's position shall be considered vacant whenever the faculty member can no longer fulfill the obligations of that position.
 - b. Vacancies in the membership of the Faculty Senate shall be filled from a list of alternates. The nominee receiving the highest number of votes short of election in the election in

which candidates vacating the positions were elected shall continue to serve as long as a vacancy exists. Further vacancies shall be similarly filled. All questions of interpretation of this section will be decided by the Senate as a whole.

- c. Vacancies on the major committees of the Senate shall be filled in like manner as in the section above, the list of alternates varying with the number of positions originally to be filled.
 - d. Vacancies in the membership of other committees shall be filled by appointment in the same way that original appointments were made.
 - e. When the list of alternates to the Senate (as specified in section II, B.8.a.) has been depleted, nominees receiving the highest number of votes, short of being elected, in subsequent elections shall be appointed to the Senate; if no nominees are available then the Senate will hold a special election.
 - f. In the event of the resignation of the entire Senate, the chair shall call and chair a special faculty meeting at which arrangements will be made to hold a special election.
 - g. In the event that a vacancy without alternate exists in any major committee, the Senate shall appoint a member of the faculty to fill that vacancy, and this appointee shall be eligible to serve until a newly elected member's term shall begin.
- D. Student-Faculty Relations Committee. The Student-Faculty Relations Committee will be composed of at least three members of the Faculty Senate and three members of the Student Senate. The purpose of this committee shall be to improve student-faculty relations through joint discussion concerning teaching, grading, evaluation, housing, budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.
- E. Faculty-Staff Relations Committee. The Faculty-Staff Relations Committee will be composed of at least three members of the Faculty Senate and three members of the Staff Senate. The purpose of this committee shall be to encourage staff-faculty relations through joint discussions concerning mutually agreed-upon issues affecting the welfare of the University such as budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.
- F. Forum Committee. The Forum Committee will be composed of at least three members of the Faculty Senate and members of the Staff Senate and Student Senate. The purpose of this committee shall be to encourage discussion of topics of University-wide concern. This committee shall meet as needed.
- III. All voting in Faculty Senate will be by roll call vote.
- IV. Parliamentarian: An ex-officio, non-voting parliamentarian may be appointed to assist Faculty Senate in conducting meetings in adherence to Roberts Rules of Order. The individual shall be selected by the Faculty Senate Executive Committee and approved by a majority vote of the Faculty Senate.