Faculty Senate Oversight Committee: Meeting Minutes – September 28, 2005

Present: Mary Ann Barton, Daren Snider, Jane Strawhecker, Maha Younes, Bob Young
Absent: Deb Bridges, Ruth Brown, Tami Moore. Guest: Rick Miller

1. The committee members discussed the results of college elections to FS Standing Committee. Chair Young will include names of the newly elected college members in the FS Roster, to be distributed after the Faculty Senate elects its representatives to Standing Committees at the October 6 FS Meeting.

2. The committee selected the faculty members to present at the October 6 FS Meeting as nominees for seats on various FS Standing Committees. Committee members agreed to contact them for their permission to be nominated at the October 6 meeting. The faculty listed have consented to be nominated and to serve if elected. Other nominations may be made from the floor at the meeting.

Oversight Committee Nominees for FS Representatives on FS Standing Committees, 2005-2007:

<table>
<thead>
<tr>
<th>Academic Freedom &amp; Tenure (Ten. Assoc.Prof+):</th>
<th>Senator Mary Barton</th>
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</thead>
<tbody>
<tr>
<td>Academic Information &amp; Technology</td>
<td>Senator Marc Albrecht</td>
</tr>
<tr>
<td>Athletic (3 seats, gender specific):</td>
<td>Jane Strawhecker; Nita Unruh; Sam Lopez</td>
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<tr>
<td>Artists &amp; Lecturers:</td>
<td>Theresa Wadkins</td>
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<tr>
<td>Continuing Education</td>
<td>Senator Scott Fredrickson</td>
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<tr>
<td>Professional Conduct</td>
<td>Senator Herbert Craig</td>
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</tbody>
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3. The committee discussed and nominated the following faculty to serve in 2005-2006 as their college representatives on FS Standing Committees in order to fill vacant seats until the next regular FS college election. These nominees, and other nominations from the floor, will be voted on at the October 6 FS Meeting.

<table>
<thead>
<tr>
<th>Continuing Education</th>
<th>CBT: Kathryn Zuckweiler (CBT did not elect rep.)</th>
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</thead>
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<tr>
<td>Grievance</td>
<td>CNSS: Shala Alvai (Replacing C.Bicak/M.Mosher)</td>
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4. a. The committee reviewed the FS Constitution/Bylaws as revised by amendments approved at the April 28, 2005 FS Meeting. Some minor editing to the text was necessary for the sake of consistency, although no substantive changes were made. Please see Attachment 1.

4. b. The committee reviewed communications from Chair Greg Anderson, FS Academic Information Technology Committee, and Director Jeanne Butler, Center for Teaching Excellence. Both agree that there is no need for the CTE Director to be a member of the FS Academic Information Technology Committee, as is required in the FS Bylaws. Therefore, the committee submits to the FS a proposed amendment to the FS Bylaws which removes the CTE Director from that committee. Please see Attachment 2.

Note: Amendments approved by the FS are forwarded by the FS President to the Chancellor and then to NU System/BOR. When final approval is given, the newly revised Constitution & Bylaws will be placed on the FS website.

5. Senator Scott Fredrickson has requested a temporary leave from Faculty Senate meetings for Fall Semester 2005 (only) because of medical reasons. The committee will present Nita Unruh (a runner-up in the Sp05 COE Senator election) at the October 6 FS Meeting as its nominee to replace Scott during Fall 05.

Respectfully submitted,

Bob Young, Chair
ATTACHMENT 1:

**FS CONSTITUTION, Rev. April 28, 2005**

*Excerpts with approved amendments incorporated*

Article II.C. Election and Eligibility to Vote

**II.C.1. Election:** The Faculty Senate Oversight Committee, elected by and under the direction of the Faculty Senate, shall conduct nominations and elections, as outlined in the By-Laws.

**ARTICLE V – FACULTY SENATE COMMITTEES**

All Senate Committees shall be responsible to the Senate and shall regularly report their actions and recommendations to the Senate.

**Article V.A. Standing Committee Member Elections and Terms:** Except for the Faculty Senate Executive Committee and the Faculty Senate Oversight Committee members who are elected at the October Faculty Senate Meeting to serve one year terms, other Standing Committee members shall be elected in September to serve for a term of two years, beginning on the first day following the regular October Faculty Senate meeting at which standing committee elections are completed. The two-year terms shall be arranged so that approximately one-half of the positions are filled by election each year.

**ARTICLE VI – FACULTY REFERENDA**

**Article VI.A. Referendum Request**

**Article VI.A.2. Referendum by Surface Mail or by Electronic Delivery:** The FS Oversight Committee shall arrange for the faculty referendum by surface mail or by electronic delivery.

**FS BYLAWS, Rev. April 28, 2005**

*Excerpts with approved amendments incorporated*

**ARTICLE IV – ELECTION PROCESSES OF THE FACULTY SENATE**

The Faculty Senate Oversight Committee shall organize, conduct, and/or monitor the election processes of all Senate and standing committee seats as required by the Faculty Senate Constitution and in accordance with the following Faculty Senate Bylaws.

**Article IV.A. General**

In order to replace Faculty Senators whose terms expire on the Wednesday prior to the last Thursday of April, the election of Faculty Senators shall be conducted during the Spring Semester. The Faculty Senator(s)-at-Large shall be elected first, followed by the election of Faculty Senators representing the four undergraduate colleges. Newly elected Faculty Senators begin their terms at the Faculty Senate Meeting held on the last Thursday of April.

In order to replace members of Faculty Senate Standing Committees whose terms expire following the regular October Faculty Senate Meeting, the undergraduate colleges shall elect their representatives during September and the Faculty Senate shall elect its representatives during the October Faculty Senate Meeting.
Newly elected members of Faculty Senate Standing Committees begin their terms immediately following the October Faculty Senate Meeting.

IV.A.1. Election Dates: As soon as possible after the Deans of the undergraduate colleges have provided a list of eligible full-time faculty in residence, as of the end of the first week of the Fall Semester (for Standing Committee elections) and Spring Semester (for Senator elections), to the appropriate college representatives to the Oversight Committee, the Chair of the committee shall meet with the representatives to determine, as required in the Bylaws for the particular election, college apportionment, faculty eligible to be nominated as Senator(s)-at-Large, and to set a schedule of dates for nomination and election of Senators-at-Large and College Senators. The nomination and election processes for Senators must be conducted and concluded between February 1 and April 15 of each year, with the exact dates for the nomination and election processes to be adjusted by the Oversight Committee in accordance with the specific dates of Spring Break. A minimum of seven (7) calendar days must be provided for a nomination process to be completed and a minimum of seven (7) calendar days must be provided for an election process to be completed.

IV.A.2. Faculty Residency: For purposes of distributing ballots to eligible voters, a faculty member shall be considered a member of the college in which the larger portion of that person’s teaching load is assigned. Departmental membership, for the purposes of elections, shall be required of all personnel. A faculty member whose load is evenly divided between two colleges or whose assignment is difficult to determine because of load fluctuations, shall declare college affiliation for purposes of voting and holding Senate office.

IV.A.3. Nomination Forms: The Oversight Committee shall distribute Nomination Forms to eligible voters providing information regarding eligibility of nominees. The Nomination Form shall provide a space for the written consent of a nominee in order for that person to be included on an Election Ballot.

IV.A.3.4. Nominees: After the results of the nomination process have been determined, the Faculty Senate Oversight Committee shall create and distribute an Election Ballot that lists the names of all consenting nominees.

IV.A.4. Validity of Election: The Faculty Senate Oversight Committee is responsible for ensuring that all elections are fair and valid. Concerns about the validity of a Faculty Senate election should be directed to the Faculty Senate Executive Committee. When the validity of an election is challenged, the Faculty Senate Executive Committee shall decide whether the election results should stand or be invalidated.

   IV.A.4.a. Invalid Election: In the event the Faculty Senate Executive Committee rules that an election is invalid, the faculty members whose Senate or Faculty Senate Standing Committee positions are being filled by the election will continue to serve until a new election is conducted.

   IV.A.4.b. Corrective Election: In the event that the Faculty Senate Executive Committee rules that an election is invalid, the Faculty Senate Executive Committee will appoint an ad hoc committee whose sole task is to conduct a new election as soon as possible in accord with the constitutionally specified procedures.

ARTICLE V – ELECTION OF SENATORS-AT-LARGE, COLLEGE AND LIBRARY SENATORS

Article V.A. Senators-at-Large

V.A.1. Nominations: By the beginning of the third week of February, the Chair of the Oversight Committee shall provide each eligible faculty member with the current roster of Faculty Senators
and a Nominating Form on which he/she may nominate, with the written consent of the nominee(s) on the Form, as many persons as are to be elected. This Form must be returned within seven (7) calendar days after receipt of the Form. The Nominating Forms shall include a list of all eligible faculty members as provided for in the Constitution, Article II.B., and the By-Laws, Article I.B. Nomination Forms shall be distributed by surface mail or by electronic delivery in order to determine the nominees for Senator-at-Large. All faculty who have been nominated and who have consented be nominated on the Nomination Form will be listed as candidates on the Election Ballot for Senator-at-Large.

V.A.2. Elections: Election Ballots for Senator(s)-at-Large shall be distributed by surface mail or be electronic delivery under the direction of the Chair of the Oversight Committee. Within fourteen (14) calendar days after the initial distribution of the Nominating Forms, the Chair shall provide the eligible faculty with the nomination process results on election ballots which list all nominees who have consented to be candidates for each open position.

V.A.3. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected, providing that not more than one Senator-at-Large is from a single department. In that event, the person receiving the next largest number of votes shall be declared elected. The Chair of the Oversight Committee shall notify the candidates of the election results prior to March 15 and announce the results to the faculty prior to the beginning of the third week of March.

Article V.B College Senators and Library Senator

V.B.1. Nominations: During the third week of March, the college representative to the Faculty Senate Oversight Committee shall provide each eligible faculty member of his/her college with the current roster of Faculty Senators and a Nominating Form on which he/she may nominate, with the written consent of the nominee(s) on the Form, as many persons as are to be elected. This Form must be returned within seven calendar (7) days after receipt of the Form. The Chair of the Oversight Committee shall provide each eligible library professional with such a roster and Nomination Form regarding election of a Library Senator. The Nominating Form shall include an attached list of all eligible college (or library) faculty members as provided for in the Constitution. The Nomination Forms shall be distributed by surface mail or be electronic delivery in order to determine the nominees for College Senator and Library Senator seats. All faculty who have been nominated and who have consented to be nominated on the Nomination Form will be listed as candidates on the Election Ballot for College or Library Senator.

V.B.2. Elections: Election Ballots for College and Library Senator(s) shall be by surface mail or by electronic delivery under the direction of the college representative to the Oversight Committee and the Chair of the Oversight Committee. Within fourteen (14) calendar days after the initial distribution of the Nominating Forms, the appropriate member of the Oversight Committee shall provide the eligible faculty of his/her college and the library with the nomination process results on Election Ballots which list all nominees who have consented to be candidates for each open position.

V.B.3. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected. The appropriate member of the Oversight Committee shall notify the candidates of the election results and announce the results to his/her college and to the library prior to April 15.

ARTICLE VI – ELECTION OF FACULTY SENATE STANDING COMMITTEE MEMBERS

Article VI.A. Nomination and Election Processes

The Faculty Senate Oversight Committee shall conduct elections for college and library representatives to Faculty Senate Standing Committees during September. The committee shall employ the same process as used for the election of Senators in each of the Colleges and the Library to determine each unit’s representatives to the Standing Committees.
VI.A.1. Faculty Residency: See By-Laws, Article IV.A.2.

VI.A.2. Nominations: Faculty members chosen to serve on Standing Committees will be nominated, based on the composition of the committee, by the faculty of their college or the Library, or by the Faculty Senate Oversight Committee, or by the members of the Faculty Senate, as appropriate.

VI.A.2.a. College and Library Representatives: The nomination process shall be conducted between September 1-15. The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the nomination process within his/her respective college. The Senate representative to the Oversight Committee shall be responsible for the nominating process for the Library representatives.

VI.A.2.b. Faculty Senate Representatives: After the election process has been completed for college and library representatives for Faculty Senate Standing Committees, the Faculty Senate Oversight Committee shall prepare a slate of nominees for the Faculty Senate positions on the Standing Committees. After consultation with the Executive Committee, this slate of nominees will be presented at the October meeting of the Faculty Senate.

VI.A.3. Elections: Faculty members chosen to serve on Standing Committees will be elected, based on the composition of the committee, by the faculty of their College or the Library or by the members of the Faculty Senate, or elected/appointed by the administration and/or students, as appropriate.

VI.A.3.a. College and Library Representatives: The elections shall be conducted between September 16-30. The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the election process. The election results shall be reported to the candidates and at the October meeting of the Faculty Senate.

VI.A.3.b. Faculty Senate Representatives: The Faculty Senate Oversight Committee shall conduct the elections, by ballot, for these positions during the October meeting of the Faculty Senate from the slate of nominees it has submitted and from nominations received from the floor.

Article VI.B. Committee Vacancies: The process outlined for filling vacancies in the Faculty Senate will be used to fill committee vacancies. See By-Laws, Article IV.C. Vacancies.

Article VI.C. Committee Replacements: The process outlined to replace Faculty Senators will be used to replace committee members. See By-Laws, Article IV.C.e., Replacements.
ATTACHMENT 2

Proposed Amendment to FS Bylaws – Article VIII.D

Article VII.D. Academic Information Technology Committee
Serves as the UNK Teaching, Learning, and Technology Roundtable that advises administration and faculty, shares information, coordinates plans, and suggests means for using technology to improve teaching and learning.

COMPOSITION: One faculty member from and elected by each undergraduate college, one faculty member from and elected by the library faculty, and one faculty member from and selected by the Faculty Senate, the Assistant Vice-Chancellor of Information Technology, the Director of Libraries, the Director (or designee) from the Center for Teaching Excellence, and one student selected by the Student Senate, Total: 9 members.