

Chicago State University Faculty Senate

Meeting Minutes

December 6, 2022

[Zoom Link](#)

Present: William Jason Raynovich (President), Yashika Watkins (Vice President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Leslie Roundtree, Gayle Porter, Eddy Gaytan, Jubilee Dickson, Gabriel Gomez, Concetta Williams, Patricia Steinhaus, Tekleab Gala, Joanna Kolendo, Leslie Baker-Kimmons, Sarah Austin, Olanipekun Laosebikan, Anser Azim, Arthur Redman, Byung-In Seo, Tatjana Petrova, Walid Al-Ghoul, Vincent Osaghae, Karen Witherspoon, Chyrese Wolf, Deborah Harper Brown, Dan Hrozencik

A. Call to order 12:32

B. Agenda (Action Item)

a. Approval of Agenda

i. Watkins moved to approve agenda and rules of the day, Gaytan seconded > approved by acclimation

b. Action Item: Approval Rules of the Day (**Appendix A**)

C. Approval of November Minutes ([November 2022 minutes](#)) (Secretary)

a. Gomez moved to approve minutes, Watkins seconded > approved with one abstention

D. Senator Comments/Speeches

a. None

E. Provost Report (Dr. Roundtree)

a. Holiday party on Dec 15 12:30-2

b. HLC preparation: team leader coming from U of Wisconsin system, finalizing visit steps. Another focus group mock visit will be scheduled on Dec 14 from 12:30-1:45 (will be virtual, and will need to register)

c. Institutional Strengthening Grants: extra money will be used to sponsor a grant academy in January. Year long opportunity for up to 8 junior faculty to learn how to locate grants through proposal writing. Faculty will have to apply and will be prioritized based on year (latter four year faculty have priority over early four year faculty)

## F. Old Business (Part I)

### a. Action Item: Online Course Evaluations (**Appendix B**)

- i. Dickson moved to remove item off table, Al-Ghoul seconded > approved by acclimation
- ii. Discussion: no standardized Moodle course shell; difficult for students to know how much involvement professor has behind the scenes that they cannot see; there should be clear guidelines on online teaching so professors know what is being evaluated of them
- iii. Motion carried with 9 yes, 7 no

## G. Standing Committee Reports

### a. Executive Committee (Pres. of Faculty Senate)

- i. Committee assignments
  1. All committee assignments fulfilled.
  2. All committees must submit bylaws
  3. Would like to have one action per committee per semester
- ii. Faculty Senate Constitution and Bylaws (**Appendix C**)
  1. Received feedback from President regarding suggested changes
- iii. Shared Governance Principles (**Appendix D**)
  1. Living document must be shared with Board of Trustees.  
Suggested changes presented to Faculty Senate
- iv. Planned sessions with the University President
  1. January 10 at 12:30
  2. Schedule: brief presentation by President, brief overview of strategic planning, robust Q and A
  3. Raynovich will send link to Senators to submit questions by January 3. Do not share link with non-Senators

### b. Board of Athletic Advisors

- i. Report
  1. Complete student athlete academic report (relates to athletic accreditation). Response rate from last round was 66%. Goal is

100% (note submission of academic warnings is closer to 60%). This is important due to eligibility and being in compliance (failing student cannot be allowed to play)

2. Senators should encourage colleagues to complete these reports

ii. Action Item: Student Athlete Reports (**Appendix E**)

1. Dickson is sponsor of action item, Austin is second sponsor

2. Motion carried with four opposed

#### H. Other Reports

a. HLC (co-chair of HLC)

i. Received responses to student survey (N ~ 800). Concerns relating to advising, fees. Information will be sent to President

ii. Send any requested information quickly

b. Budget Committee (Dr. Wolf)

i. This semester, first met in mid-November, election was initiated by committee and suspended by President, and changes to bylaws proposed

1. Meeting with President on December 13 regarding bylaw changes and reconfiguration of committee

ii. Also provided overview of actions from last semester

iii. Raynovich and Wolf will work on timeline to send for FS minutes

iv. Committee may be placed on next meeting's agenda

c. Tuition and Fees Committee (Faculty Senate representative)

i. Increase of 5% in tuition

ii. Move to a per credit hour approach for mandatory fees (to address concern related to part time students)

iii. \$26/year fee will be added to athletic fee (unclear on this item)

d. IBHE (Faculty Senate representative)

i. Tabled until February

#### I. Old Business Part II

a. Ad Hoc Campus Safety

- i. No campus safety officer
- b. Results: Survey: Impact of Use of DFW Rates on Teaching Efficacy, Teaching Standards and Faculty Morale Results (**Appendix F**)
  - i. Survey was sent to ~150 unit A teaching faculty. Overall response rate of 29%. Nearly 50% responded to open ended question
  - ii. 38 of 43 respondents disagreed that faculty have adequate supports
  - iii. 32 of 43 respondents disagreed that student have adequate supports
  - iv. 40 of 43 disagreed faculty should be held responsible for students withdrawing
  - v. Additional findings were stated, but data has not been fully processed as of yet

J. New Business

- a. Committee Chairs: if you have an action item, please submit at least one week ahead of scheduled meeting
- b. UCCC (Redman): items are currently in a bottleneck due to a workflow disconnect in Adobe Sign. Distance Ed committee should come before UCCC (change was approved previously, but has not taken effect yet)
- c. Buck raised the concern of dead birds routinely found on the N side of the SUB and asked the Buildings and Grounds committee to research solutions
- d. Raynovich suggested to check entrances of your buildings for masks
- e. Question of whether air filters are getting cleaned
- f. Christmas tree is S of SUB near amphitheater

K. Adjournment

1:58

- a. Gomez moved to adjourn, Gaytan seconded

# Appendix A

## Rules of the Day

1. All Senators and guests shall have their full name as their Zoom signature.
2. All Senators shall send a private direct message to the Corresponding Secretary, Prof. Gabrielle Toth for purposes of taking attendance and census for voting and quorum.
3. Only those who are recognized by the President of Faculty Senate shall speak.
  - a. All Senators shall mute when not recognized.
4. Senators may speak on any Action at most twice during any action, the first time for two minutes and the second time for thirty seconds
5. To speak, a Senator shall put the "hand" up in the Zoom feature reactions.
6. All Action Items shall be voted on via Zoom polls.
  - a. Only Senators shall vote in the Zoom polls.
  - b. The polls shall be anonymous.
  - c. The Parliamentarian and the President of Faculty Senate shall unanimously agree that the tally is the sense of the Senate.

# Appendix B

**Title:** Online Course Evaluations

**Context/Rationale:**

Report was sent to the Academic Affairs Committee from the Distance Education Committee to approve questions for evaluating online courses.

**Action:**

The following are the approved questions to be added to the regular set of questions for evaluations of online courses:

1. The course is well- organized and easy to navigate.
2. The course clearly described assignments, grading criteria, and due dates, and provided students with timely feedback.
3. The instructor provided regular (at least once per week) and substantive interaction (feedback, discussion responses, or other interaction) for my work in this course.
4. The instructor provided opportunities for regular whole class communication (e.g., discussion boards, Wiki, inclusive peer to peer learning).

# Appendix C

Faculty Senate Constitution and Bylaws: [Link](#)

President Scott's response: [Link](#)

## CSU Letterhead

### MEMORANDUM

To: Dr. William Jayson Raynovitch  
President, Faculty Senate

From: Zaldwaynaka Scott  
President, Chicago State University

Date: October 31, 2022

Subject: **President's Comments on Proposed Amendments to Faculty Senate Constitution and Bylaws**

Thank you for submitting to my office the recent amendments to the Chicago State University Faculty Senate Constitution and Bylaws as approved by the Faculty Senate. I appreciate the considerable thought and effort that went into preparing these revisions as this process contributes to our mutual goal of strengthening the Faculty Senate in line with our shared commitment to shared governance.

As you are aware, as President, I have responsibility and authority for final approval of these amendments on behalf of the Board of Trustees. I have reviewed them carefully along with the University's General Counsel to ensure that they are also consistent with the CSU Board of Trustees Bylaws and the Governing Board Regulations & Procedures. Additionally, I have also consulted with outside counsel to provide feedback based on leading governance practices in higher education.

Based on these thorough reviews, I have outlined a few revisions below. With these changes, I am prepared to approve the revisions made by the Faculty Senate. I look forward to our discussion on these changes after you have a chance to review.

#### **Constitution of the CSU Faculty Senate**

##### **Article V, Meetings**

~~The Provost or designated representative shall report to the Senate at each of the Senate meetings.~~ The Senate may request the presence of **the Provost, the Provost's designated representative,** or any administrator **of the University at any meeting** when the need arises for additional information.

Comment: While attendance by the Provost or other University administrators at Faculty Senate meetings cannot be mandated by the Faculty Senate, we are open to requests for such meetings and have committed to scheduling them.

### **Article IX, Amendments to the Constitution**

2) Following passage by the Senate, each amendment shall be forwarded to the President of the University and Board of Trustees for review and approval.

Comment: This language outlined here is aligns with current practice, where changes to the Faculty Senate Constitution and Bylaws are subject to the approval of the CSU President based on delegation by the Board of Trustees. The language detailed here simply clarifies the process for approval.

### **Article XI, Ratification**

The Constitution shall become effective upon Senate ratification and shall be submitted to the President of the University and Board of Trustees for review and approval.

Comment: This language outlined here is aligns with current practice, where changes to the Faculty Senate Constitution and Bylaws are subject to the approval of the CSU President based on delegation by the Board of Trustees. The language detailed here simply clarifies the process for approval.

## **Bylaws of the CSU Faculty Senate**

### **Article II, Senate Officers**

2a) Meetings shall ~~occur~~ be requested between the President of the Faculty Senate and the Provost on a regular basis.

2b) Meetings shall ~~occur~~ be requested between the President of the Faculty Senate and the President of the University on a regular basis.

Comment: While these meetings cannot be mandated by the Faculty Senate, I am open to requests for such meetings and have committed to scheduling them at our mutual convenience.

### **Article V, Relationship to Other University Committees**

3) Faculty Excellence Committee

a) Membership

i) ~~According to the CSU UPI contract Article 29, the Faculty Senate and Union shall appoint at least seven faculty who are members of the bargaining unit~~ When applicable, the process for faculty representation to serve on the Faculty Excellence Committee will be set forth by the current enacted Collective Bargaining Agreement with University Professionals of Illinois Local 4100.



4) Academic Programs Elimination Review Committee (APERC)

a) Membership

*i) According to the CSU UPI contract Article 29, the Faculty Senate and Union shall appoint at least seven faculty who are members of the bargaining unit. When applicable, the process for faculty representation to Academic Programs Elimination Review Committee will be set forth by the current enacted Collective Bargaining Agreement with University Professionals of Illinois Local 4100.*

Comment: It is my understanding, and these amendments reference, that the responsibilities set forth for these committees are governed by the Collective Bargaining Agreement. Therefore, it will be necessary to ensure that this new language is entirely consistent with the CBA to avoid any conflict and to simply cite that the language is contained in the CBA.

5) Honorary Degree Committee

Delete amended language and insert the following: “*The composition and responsibilities of the Honorary Degree Committee shall be as set forth in the CSU Board of Trustees Governing Regulations & Procedures Manual.*”

Comment: This changed language is generally consistent with the existing provisions of the CSU Board of Trustees Governing Regulations & Procedures which governs the composition and operation of the Honorary Degree Committee as a committee of the Board of Trustees. Therefore, the Faculty Senate Bylaws should instead make reference to the Board of Trustees governing documents regarding the Honorary Degree Committee.

**Article VII, Ratification**

The Bylaws of the Faculty Senate shall become effective upon ratification by the Senate and upon ~~submission to~~ *approval by* the President *of the University* ~~and Board of Trustees.~~

Comment: This language outlined here aligns with current practice, where changes to the Faculty Senate Constitution and Bylaws are subject to the approval of the CSU President based on delegation by the Board of Trustees. The language detailed here simply clarifies this requirement.

# Appendix D

Shared Governance Principles (Senate approved document): [Link](#)

Shared Governance Principles (strikethrough Senate to Administration): [Link](#)

Shared Governance Principles (Administration edits): [Link](#)

## **Guiding Principles for Our Shared Governance Work Shared Governance Initiative**

As members of the Chicago State University community (Board of Trustees, students, faculty, staff, and administrators),

- We believe that a collaborative system of decision-making based on defined roles and responsibilities for each constituency and a definition of how those roles and responsibilities overlap and integrate is best to serve our campus and community.
- We desire to affirm and recognize that it is in the best interest of the University to have a sustainable system in which we actively engage to share responsibility for identifying and pursuing outcomes that are aligned with our mission, vision and priorities.
- We understand that shared governance is a partnership grounded in honest and transparent communication that fosters trust and promotes collaboration.
- We agree to work together to embrace and support practices and processes that promote the goal of maintaining our agreed-upon system of shared governance.

### **Proposed definitions and principles for CSU shared governance exercises**

#### **What is Shared Governance?**

"Shared governance" in higher education refers to the structures and activities through which constituencies participate in the development of policies and in the decision-making processes that affect the institution. At the core of successful shared governance is a commitment to open and honest communication which is embedded in the university's operational frameworks. Seeking input, listening to it, and considering it as part of a decision-making process strengthens confidence among the various components of the institution. Features of shared governance include defined areas of roles and responsibilities, facilitative engagement for consensus building, and shared accountability.

In practice, shared governance in higher education is conducted through committees, departments, organizations, offices, and governing bodies, by Board of Trustees, students, faculty, staff, administrators, and their representative bodies. These activities are guided by codified/approved documents such as by-laws or regulations.

#### **Our Established Guiding Principles of Shared Governance**

- Successful shared governance depends on all participants acting in good faith, with participants having sufficient information to offer sound opinions. Shared governance is a deliberative process with representation and while the inclusion of all constituencies is not always possible, reasonable effort will be made by faculty, staff, and administrators to share information in a timely fashion.
- Shared governance expects those who will be affected by a decision on a policy or procedure to participate in a well-defined and transparent process through which they will be informed and provide their input.
- Shared governance relies upon consistent, trustworthy communication that is multidirectional and reciprocal, and should always be focused on a university's mutual goals of student success and institutional effectiveness.
- Shared governance requires mutual accountability of all members of the University community for the execution of their roles, as prescribed by governing and policy/procedures documents, in a timely manner.
- The constituencies of the university will contribute to the university's decision-making process through a mutually developed shared governance framework.
- Recommendations made by constituencies through an agreed upon shared governance process will be considered in university decision-making.

### **Our Practice of Shared Governance**

- 1) Authority for Chicago State University originates from the governing board (currently the Board of Trustees), who may formally delegate authority and responsibilities. Therefore, the final responsibility for the exercise of decision-making, including solicitation of input through shared governance, rests with the President and the Board of Trustees, who are accountable by law, University constituencies, the public and its elected leaders.
- 2) Chicago State University develops and maintains procedures and formal structures providing for collaboration and communication between and among the members of the university community. Updates to these structures and procedures shall be developed cooperatively, disseminated widely prior to adoption, and reviewed periodically according to procedures and timelines established in the documents governing institutional practice.
- 3) As an institution of higher education, which has as its mission the education of its students, shared governance defines and weighs the voices and responsibilities of the members of the university community, and various spheres of decision-making as defined:
  - a) The responsibility of administrators is to provide strategic leadership in the development and articulation of a vision for the institution, and to manage human resources, finances, and operations;
  - b) The central role of faculty includes teaching, direct and indirect services, research and creative activities, and service, including assessment of these activities through peer

- review; this is evidenced primarily by active representation in the Faculty Senate, and university, college, and department committees;
- c) Staff members provide a unique awareness of day-to-day operations that are essential in the consideration of university decision-making and in the development of policy and procedures, as evidenced by their inclusion in relevant university committees; and
  - d) Students have vested interests in matters pertaining to student life and the academic environment, as evidenced by participation in student governance and campus committees.
- 4) Exigent circumstances may require institutional leaders to act promptly in the best interest of the institution without full benefit of shared governance. In such cases, efforts will be made to inform representative bodies on actions taken in a timely manner.
  - 5) Shared governance requires a commitment of resources and time from the institution; therefore, the University shall support students, faculty, staff, and administrators in the execution of their defined responsibilities to shared governance and in participation in the ongoing shared governance process.
  - 6) Collective bargaining is an avenue of input separate and distinct from the practices of shared governance.
  - 7) The members of the university community commit to regular and meaningful review of the definitions and the established framework for shared governance.

Finally, in a system of shared governance, respect for the diversity of opinion is of the utmost importance. The Board of Trustees, students, faculty, staff, and administrators will not always be of one voice on matters of policy and practice, and all involved must respect dissenting views. No stakeholder should fear retaliation for expressing dissent from the majority opinion or from the opinion of a superior.

# Appendix E

**Title:** Statement of Support for Student Athlete Progress Reports

**Sponsor:** Dr. Jubilee Dickson

**Co-Sponsor:** Dr. Sarah Austin

**Context/Rationale:**

We want to help support the student athletes in their academic progress.

**Action:**

Student Athlete progress reports response rate was 66% from Faculty in FA22. The goal is 100% in order to support student Athlete Academic performance. The data is tracked and reflects Faculty advocacy of our students. The Faculty Senators in the Senate will commit to encouraging all faculty through communication within departments to achieve 100% response rate.