

Chicago State University Faculty Senate
Meeting Minutes
November 1, 2022

<https://us02web.zoom.us/j/86294376298>

Present: William Jason Raynovich (President), Yashika Watkins (Vice President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Sarah Austin, Nadeem Fazal, Austin Harton, Mohammad Salahuddin, Byung-In Seo, Eddy Gaytan, Gabriel Gomez, Tekleab Gala, Julie Hall, Karen Witherspoon, Leslie Baker-Kimmons, Leslie Roundtree, Lieu Jiang, Olanipekun Laosebikan, Patricia Steinhaus, Walid Al-Ghoul, Tatjana Petrova, Jubilee Dickson, Mohammad Newaz, Soo Kang, Joanna Kolendo, Anser Azim, Asmamaw Yimer, Deborah Harper Brown, Concetta Williams

- A. Call to order 12:31
- B. Agenda (Action Item) 12:31-12:32
 - a. Approval of Agenda- approved by unanimous consent
 - b. Action Item: Approval Rules of the Day (**Appendix A**)- approved by unanimous consent
- C. Approval of October Minutes ([October 2022 minutes](#)) (Secretary)
 - a. Salahuddin moved to approve, Gaytan seconded > motion carried with 14 approved, 3 abstention
- D. Senator Comments/Speeches
 - a. None
- E. Provost Report (Dr. Roundtree)
 - a. Reinforce the need to order books through the bookstores. All courses should have a book order through the bookstore. Athletes and scholarship students get book vouchers. If the books are not in the bookstore, they cannot receive cash to buy their books. Bookstore completely online.
 - b. In-person focus groups and mock visits for all faculty in preparation for HLC. Nov 10 and 15. Using outside consultant
 - c. Joining “Grant Academy” (Hanover Research)- open to junior faculty on tenure track. Year-long commitment working with group of researchers to

locate grants. Will help write and submit proposal. Raynovich suggested this group liaise with the FS Research Committee

- d. United Airlines president on campus last week. Interested in expanding CSU relationship related to internships and employment

F. Standing Committee Reports

a. Executive Committee (Pres. of Faculty Senate)

- i. Committee assignments- most Senators now on committees. All Senators must be on a committee per the Bylaws and Constitution
- ii. Action Item: Faculty Excellence Award Committee recommendations (**Appendix D**). These recommendations go to the President to make final decisions.

- 1. Toth moved to discuss recommendations, Watkins seconded > motion carried with 1 abstention

iii. Action Item: Planned sessions with the University President

(**Appendix G**)

- 1. Goal is to formalize a meeting with the President in January and August. The President would receive questions from Senators. May be asked anonymously.
- 2. Toth moved to formalize the meeting schedule, Watkins seconded > Motion carried with one abstention

b. Academic and Student Affairs (Chair of ASAC)

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

- 1. Buck moved to approve questions, Watkins seconded > see below
- 2. These questions are attempting to respond to HLC standards. Some questions have already been piloted
- 3. Watkins moved to table action until December, Kang seconded > motion carried with 17 yes, 2 no, 2 abstention

c. Rules and Operations Committee (Chair of ROC)

- i. ROC position seat available

ii. Elections

1. Announcements- Gala sent vote and write-in candidates to Raynovich for Faculty Excellence Committee. Raynovich showed results. Toth removed self from consideration
2. Raynovich elected Grand Marshal

d. Shared Governance Committee (Chair of Shared Governance)

i. Action Item: University Guiding Principles (**Appendix E**)

1. Watkins moved, Salahuddin seconded > motion carried with one abstention

e. Technology Committee (Chair of Technology)

- i. Met with Interim CIO. Her term ends at the end of November, but in negotiations to continue
- ii. Discussed issues with CSU laptop batteries dying
- iii. If you have issues, go to help desk, then to College rep, then to Kang.

G. HLC (co-chair of HLC)

- a. Submitted draft to consultant. Still collecting evidence for the document. Deadline is Dec 1 for complete document to submit to President for review

H. Old Business

a. Ad Hoc Campus Safety

- i. Raynovich will discuss action item from May with President

b. Action Item: Ad hoc committee report: Survey: Impact of Use of DFW Rates on Teaching Efficacy, Teaching Standards and Faculty Morale(**Appendix F**)

- i. Motion carried with one nay and three abstentions
- ii. Raynovich will discuss with relevant committee chairs how to facilitate the survey

I. New Business

a. Action Item: Faculty Excellence Award Evaluation Form (Senator Petrova) (**Appendix C**)

- i. Petrova moved, Harper Brown seconded > motion carried with one nay and two abstentions

J. Adjournment- Gala moved to adjourn, Al-Ghoul seconded > motion carried 1:55

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

Title: Access and Review of the Faculty Excellence Evaluation Form

Context/Rationale:

The Evaluation Form should be easily accessible to all faculty as well as the evaluation criteria / domains should be applicable for all faculty (colleges and departments).

Action:

Access and Review of the Faculty Excellence Evaluation Form

Appendix D

Faculty Senate recommendations for the Faculty Excellence Award Committee:

Leslie Baker-Kimmons, Arts and Sciences

Sabah Hussein, Pharmacy

Joanna Kolendo, Library and Instruction Services

Yashika Watkins, Health Science

Deborah Harper-Brown, Pharmacy

William Jason Raynovich, Arts and Sciences

Appendix E

Shared Governance Committee

Action Item: [LINK](#)

Proposed document

Guiding Principles for Our Shared Governance Work Shared Governance Initiative

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

- 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 administrators, Board of Trustees, faculty, staff, students, 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, every 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 proscribed 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 administrators, faculty, staff, and students 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 administrators, Board of Trustees, faculty, staff, and students 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 F

Title: Survey: Impact of Use of DFW Rates on Teaching Efficacy, Teaching Standards and Faculty Morale

Context/Rationale:

At its October 4, 2022 meeting, the Senate voted to convene an Ad Hoc committee to consider faculty concerns surrounding DFW data and its uses, and to collect data on those concerns by crafting and disseminating a survey to the faculty. Concern about the administration's use of DFW data, in particular using such data to urge faculty to NOT assign DFWs, was brought to the attention of the Faculty Senate President. He in turn brought the matter to the Senate Executive Committee; the Senate agreed to create an Ad Hoc committee.

Gabrielle Toth was charged with convening the committee; members included Leslie Baker-Kimmons, Soo Kang, and Yashika Watkins. Three committee members met virtually on Oct. 24 to draft a survey and circulated it via email for editing and final approval. Each member provided input. On Oct. 27 the committee approved the survey and its submission as an action item to the Faculty Senate, 3-0.

Link to questionnaire: [Ad Hoc DFW Committee Survey FINAL 27oct2022 - Gabrielle Toth.pdf](#)

Action:

The Ad Hoc DFW Committee submits the survey "Impact of Use of DFW Rates on Teaching Efficacy, Teaching Standards and Faculty Morale" to the Faculty Senate, seeking approval for its dissemination to faculty.

Appendix G

Title: Planned sessions with the University President

Context/Rationale:

Since the current University President has been leading Chicago State University, the University President has come to a Faculty Senate session to discuss university matters. In the past four years, the time allotted to the session has been limited in time due to the agenda of the Faculty Senate.

- To effectuate a more effective Senate process and utilize Senate sessions for action.
- To provide the President sufficient time to present concerns to the Senate and respond to Senate concerns.
- To provide Senators sufficient opportunity to discuss issues with the University President.
- These sessions would contain no Actions and be dedicated to the University President's presence.

Action:

The Faculty Senate will schedule two sessions, the second Tuesday of January and the first Tuesday after August 15th at 12:30pm, each year beginning January 2023 that will be with the University President. The University President shall report on past Senate actions where appropriate and present concerns to the Senate for the upcoming semester sessions, and receive questions from Senators via the Faculty Senate President or from the floor.