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SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

Minutes of the Meeting of November 4, 2002

Johnelle Luciani, RSM, Speaker of the Assembly, presided.

1. **Call to Order and Minutes.** The meeting was called to order at 2:05 PM. The Minutes of the meeting of October 7 were approved.
2. **Draft Proposal – Changes in the Elections Process.** Before the meeting, the Executive Committee had distributed copies of two draft Motions for proposed changes in the process of electing committees. (See Appendix.) The Assembly was asked to move these proposals to the next step in a prescribed process.

A Motion was presented to “forward Motion 1 of the draft proposal submitted by the Executive Committee to the joint administration-faculty Commission on the Faculty Manual for its consideration and opinion, in accordance with the procedure described in Chapter 13 of the *Statutes of the Faculty* in the Faculty Manual.” The Speaker ruled that there would be a paper ballot. The Motion passed: YES: 58, NO: 4, ABSTAIN: 2.

A Motion was presented that, in accordance with Section C of the Faculty Assembly’s constitution, Motion 2 of a draft proposal for an amendment to this constitution “be posted as of October 28, when it was distributed, and returned at a later meeting, with any revisions, for a vote.” The Motion was passed by General Consent.

3. **President’s Report.** Sister Therese shared with the Faculty Assembly a PowerPoint presentation, which highlighted the University’s strategic plan and recent accomplishments. She informed the Assembly that this presentation was prepared and used as part of University information sessions for the local community. These sessions were held to engage the support of the local community for the Miley Hall project. She indicated that the presentation gives a good five-year overview of University planning objectives and achievements.

The President shared information regarding the plans for Miley Hall, applications for admissions to the University, enrollment statistics, annual operating budget, the Capital Campaign, recent property acquisitions, and significant improvements made to University facilities. The President noted increases in unrestricted assets of the University and announced that for the first time in the history of the University, it had obtained an investment grade rating from Standard & Poor’s. The President also told the Assembly that the largest gift ever received by the University was announced at the recent meeting of the Board of Trustees. A member of the Board has pledged \$5 million as an unrestricted gift to the University.

Sister Therese explained that the recent prestigious grant received from the Getty Trust is designated for the development of a campus heritage preservation plan. Wetmore (current location of the Facilities Department), McAuley Hall, the Gatehouse, and Angelus Hall have been designated as priorities for full assessment. Once this information has been received, funding will be sought for the restoration/renovation of these buildings. It is anticipated that the Facilities Department will relocate to a new building on Bowery Street by February 2003. Following this move, an assessment and determination regarding use of the Wetmore

property will be made. Major projects planned at this time are the renovation of the TB Room, which is scheduled to begin in January 2003, and the renovation of the Biology Laboratories, for which outside funding is being sought.

In closing, Sister Therese noted the importance of the two-year partnership that the University has entered into with the National Conference for Community and Justice. She urged all members of the faculty to support this initiative by participating in NCCJ sessions and by encouraging students to engage in the process. She spoke of the importance of the University Community working together to develop an increasingly inclusive University Community and indicated its significance in relationship to the traditions of the Sisters of Mercy.

The President asked for and responded to questions from the floor.

4. **Information Technologies.** Ty Brennan of Information Technologies spoke to the Assembly about Xerox document management, print management, and information literacy across the curriculum.

The amount of printing done by students in computer labs has been high. In an effort to bring costs to a reasonable level, the University now allows the students to make 100 printouts at no cost but charges ten cents for every copy over that amount.

The cost of maintaining an inkjet printer at each faculty member's computer is high. In an effort to bring costs to a reasonable level, the University will introduce a shared system: the member of the faculty will send a printing job to a Xerox machine, which will do the printing.

There were questions from the floor about the efficiency of a "one size fits all" system and its inconvenience. Ty Brennan responded the changes have to be put in place to see how they work. He hopes to continue a dialog with the faculty and listen to concerns. These changes are "a process" that will have to be studied as it unfolds.

Members of the library staff passed out a questionnaire and asked the faculty to fill it out before leaving the meeting. The purpose of the questionnaire was to find out what faculty are doing in their classes and what kind of skills they expect graduates to have. The results of the questionnaire answers will help in planning relevant workshops in information literacy.

5. **Collegium.** Leona Misto RSM announced that, for the second year, the University President has authorized funding to sponsor two faculty fellowships for the Collegium summer institute in June 2003. She urged faculty to apply. Founded in 1992, the Collegium is a forum to articulate and expand the vision of the Catholic educational tradition. Sister Leona asked Myra Edelstein to describe her experience at the Collegium last summer.
6. **International Relations.** Symeon Giannakos, Director of the International Relations Program, in accordance with the *Protocol for Requesting the Faculty Assembly's Involvement in Changes Concerning Curriculum and Educational Policy* (May 1, 2000), announced the proposed changes in the courses for graduate program in International Relations. According to the *Protocol*, this type of announcement of a "routine curriculum change" is an opportunity for the sponsor of a proposal to welcome comments, advice, and suggested improvements.

The Speaker thanked Linda Crawford, Eula Fresch, and Judith Keenan for providing the refreshments for the meeting. The meeting adjourned at 3:40 PM.

Appendix

Faculty Assembly

**Proposal for Changes in the Faculty Manual
Concerning the Elections Process**

Submitted by Executive Committee

For the Meeting of the Faculty Assembly on November 4, 2002

Contents:

MOTION 1: pp. 2-3

Which would replace the Nominations and Elections Committee appointed by the administration with an Elections Committee elected by the Faculty Assembly.

MOTION 2: pp. 4-5

Which would conform the election procedures for the Executive Committee of the Faculty Assembly to the process described in Motion 1 above and

Which would repeal a section of the Faculty Assembly’s Constitution limiting the voting rights of faculty who have handed in their resignation or will not be on the faculty in the next academic year.

APPENDIX: p. 6

How the faculty recommend changes in the Faculty Manual.

Motion 1

- **SUMMARY:** Replace the Nominations and Elections Committee appointed by the administration with an Elections Committee elected by the Faculty Assembly with procedures approved by the Assembly. (Change for Chapter X: *Elected or Appointed Committees of the Faculty*, 2000 Faculty Manual, p. 84)

MOTION: The Faculty Assembly recommends that the *Statutes of the Faculty*, Chapter X, Section D be changed as follows:

Part 1

Change the Statutes FROM this:

D. Nominations and Elections Committee

Purpose: to carry out nominations and elections for faculty elections according to established procedures and to monitor and adapt, when needed, the implementation of these procedures.

Membership: appointed by the Vice President for Academic Affairs/Dean of Faculty

Limitations: The administration and faculty groups are not required to use the services of the Nominations and Elections Committee when requesting volunteers or nominations for appointed committees.

Change the Statutes TO this:

D. Elections Committee

1. **Purpose:**

- a. To carry out the nominations and elections process for the Speaker of the Faculty Assembly and the following committees:

Elections	Rank and Tenure
Executive Committee of the Faculty Assembly	Sabbaticals
Grievance	Small Grants
	Travel

- b. To make sure that the membership list of the above committees is available and up-to-date.
- c. To carry out this election process, according to the Procedures approved by the Faculty Assembly.

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2. **Membership, Chair, and terms:** The committee consists of six members of the Faculty Assembly (full-time Teaching Faculty) elected by the Faculty Assembly. A member's term is three years. The committee elects the Chair of the committee for a term of one year.

For the first election to this committee, all six members will be elected. By lottery two elected members will be elected for a term of one year, two for a term of two years, and two for a term of three years. Thereafter, two members will be elected each year. The first election of this committee will be arranged by the Nominations and Elections Committee appointed by the administration.

3. **Limitations:** The Elections Committee concerns itself with the nominations and elections named above (1.a). It may conduct other elections, if it is asked and if it consents.
4. **Reports to:** The Faculty Assembly through the Executive Committee of the Faculty Assembly.
5. **Procedures:** The procedures of the Elections Committee shall be (a) in writing, (b) approved by both the Faculty Assembly and the University President, (c) available to the faculty and administration, and (d) consistent with provisions of these *Statutes of the Faculty* and the rest of the Faculty Manual.

Part 2

Change all references to the “Nominations and Elections Committee” in the Faculty Manual to the “Elections Committee.”

Rationale for the change: The current Nominations and Elections Committee is appointed by the Dean of Faculty. This is not consistent with the idea of a Faculty Assembly taking more responsibility for faculty governance obligations to the University. At the same time, the administration should have some way of knowing that the election process is fair and honest. The above change would be a way of balancing the interests of the faculty and the administration.

History: The Executive Committee has asked the Faculty Assembly to recommend changes in the Faculty Manual. Two recommendations have come up frequently: (1) change the election process so that the faculty oversee the process and (2) give any elections committee clear procedures. This Motion is a response to the first recommendation. The second recommendation (for procedures) would have to wait until the Assembly receives any approval from the administration to proceed.

Motion 2

- **Summary:** Simplify the election procedures for the Executive Committee of the Faculty Assembly so they conform to any general changes in the election process. Delete a section of the procedures that reads: “Faculty who have announced their retirement for the next academic year or who will not be employed by the University in the following academic year are disqualified from voting in any part of this election for the Executive Committee.”

Please note: This would be an amendment to the Constitution of the Faculty Assembly (2000 Faculty Manual, pp. 102-10). See page 6 (Appendix) of this proposal for the amending process.

MOTION: The Faculty Assembly recommends that the Constitution of the Faculty Assembly (Section B.3) be amended as follows:

Change FROM this:	Section B.3 Membership and election procedures
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- a. There shall be nine members elected by the Teaching Faculty from nominees and self-nominees. Terms are staggered; every spring, three members of the committee shall be elected.
- b. The Nominations and Elections Committee conducts the election process and certifies the outcome.
- c. Faculty who have announced their retirement for the next academic year or who will not be employed by the University in the following academic year are disqualified from voting in any part of this election for the Executive Committee.
- d. By March 15, at the latest, a nomination ballot shall be prepared and sent to the Faculty Assembly. The nomination ballot shall contain (1) a list of the name of those who are eligible to run, (2) the department and faculty rank or appointment (e.g., Assistant Professor) of each eligible member of the faculty, (3) a place on the form where a faculty member can decline nomination, and (4) a reminder that those who are elected are expected to serve.
- e. A ballot with the names of the nominees who are willing to serve is prepared and sent to the Teaching Faculty. The list shall indicate the department of each nominee and the nominee’s faculty rank or appointment. The ballot instructs the members of the Assembly to vote for three. Ballots which contain votes for more than three names or contain write-in names are invalid. Ballots which contain votes for only one or two nominees are valid.
- f. Ballots are counted. The three nominees who have received the highest number of valid votes are elected. A majority of votes cast is not necessary to win an election. If possible, the Nominations and Elections Committee shall announce the outcome before April 30.
- g. In the event of a tie, or if there is any other difficulty which would make an election process invalid or inconclusive, the Nominations and Elections Committee shall hold a runoff ballot to determine the outcome of a nomination or election and shall also indicate the reasons for the runoff.
- h. The election process described above shall be a guide for an election to fill a term which has not been completed.

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- i. Upon inclusion of this Chapter in the Faculty Manual the faculty will elect all nine members of the Executive Committee of the Faculty Assembly. The Nominations and Elections Committee, by lottery, shall choose three elected members of the committee to serve for three years, three to serve for two years, and three to serve for one year.

Change TO this:

Section B.3 **Membership and election procedures**

- a. There shall be nine members elected by the Teaching Faculty from nominees and self-nominees. Terms are staggered; every spring, three members of the committee shall be elected.
- b. The Elections Committee conducts the election process according to its procedures and certifies the outcome.

Rationale – general: If the recommended changes for a new Elections Committee are put in place (Motion 1), the Faculty Assembly’s election procedures for the Executive Committee (Constitution, B.3. a-i) become redundant. The Assembly should follow the general election rules for electing other committees.

Rationale – voting rights: Section B.3.c of the Assembly’s Constitution states that faculty who announce their retirement or who will not be working for the University in the following academic year do not vote in an election for the Executive Committee. This restriction just for the election for the Executive Committee is not logical or practical.

Rationale – first election: This section (i) only applied to the first election of the Assembly. It is now moot.

History: For over thirty years, the Nominations and Elections Committee at Salve Regina served the College and University. In all those years, it operated according to precedent and with honesty as its guide, but without any written procedures. The Constitution of the Faculty Assembly (1999) included written procedures for elections of the Executive Committee in the hope that this codification would pull together the accumulated experience of the past and help to guide future elections committees.

The process of faculty elections is now in a state of transition. The paper ballot will probably be replaced by electronic voting at a computer terminal. Ballots have become more complicated. This is the time to establish procedures that will allow the use of newer technologies.

The current election procedures for the Executive Committee have many good features. They will be probably carried over to any new procedures that are approved. “Following procedures saves time,” is an old saying. Carrying over tried-and-true procedures will continue to save time.

APPENDIX

How the Faculty make recommendations for changes in the Faculty Manual:

Statutes of the Faculty. A process for recommending major changes in the *Statutes of the Faculty* is specified in Chapter XIII, B.1.d (2000 edition of the Faculty Manual, p. 99). It could be simplified as follows:

A committee or member(s) of the faculty may make a formal recommendation for a change in the *Statutes*. → There is “appropriate discussion.” → The recommendation is submitted to the Joint Administration-Faculty Commission on the Faculty Manual. → The recommendation, together with the Faculty Manual Commission’s opinion of it, is submitted to Faculty Assembly for a vote. → The recommendation, if the Assembly votes to approve it, is sent to the President for the final decision.

Faculty Assembly. The Constitution of the Faculty Assembly has its own process for amendments (Section C):

Amendments to this chapter of the Faculty Manual must be ratified by a two-thirds vote of the Faculty Assembly. Prior to a vote by the Faculty Assembly, a proposed amendment must be presented and posted for at least thirty (30) days at a time when the University is in session. Amendments will become effective thirty (30) days after the Board of Trustees Approval.

Other sections of the Faculty Manual. The Faculty Assembly and the Executive Committee of the Faculty Assembly may make recommendations for changes in other parts of the Faculty Manual. These recommendations are sent directly to the President. (*Statutes*, Chapter XIII, B.2.)